MEDIA AND INFORMATION TECHNOLOGY (MIT) PROCESS for NEW HIRES

Attend Human Resources onboarding process

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You will receive valuable information from HR, along with your Spelman IT account information

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Have account info?

— No → Contact Human Resources (ext. 5101)

— Yes ↓

Attend MIT New Hire Technology Training

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During MIT New Hire Training, you will

- Learn about MIT services, IBM Notes® email, and Banner Self-Service

- Verify your Network/Computer Account

- Verify Banner Self-Service UserID: SCID (ex: 900999999) PIN: 6-digit birth date mm-dd-yy or the last six digits of your 900#

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Email arrives from HR stating that your Spelman ID card is available

— No → Contact Human Resources (ext. 5101)

— Yes ↓

Visit Educational Technology Services in Cosby LL1 to pick up your official Spelman ID card

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1st ID Card: free of cost
Replacement ID Card: $10.00

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Need extended door access?

— Yes → Supervisor contacts Public Safety (ext. 5330)

— No ↓

Visit AAA Parking, 1st Level Main Parking Deck
Extension: 5431
Hours of Operation: Mondays-Thursdays: 10:00am-12:30pm and 2:00pm-5:30pm and Fridays: 1:00pm-4:00pm

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New Hire Process Complete!