

# Greenlee School of Journalism and Communication

## Greenlee School of Journalism and Communication New Faculty Orientation

### Getting Started.

1. Get a red ISU card. The ISU card is your passport to just about every other University service from email to library checkout to AccessPlus. Kathy Box ([kbox@iastate.edu](mailto:kbox@iastate.edu)) has more information about the process of getting an ISU card.
2. Go to <http://www.asw.iastate.edu>, click on the “Register” button and get an email account. If you already have an ISU email account, try to log in and verify that your username and password still works. If you have any trouble with this step, call the Solution Center at 296-6000.
3. After you get an ISU email address, send an email to [jeremy@iastate.edu](mailto:jeremy@iastate.edu) and note which classes you will be teaching and what your ISU email address is. You don't have to use your ISU email account to send this message.
4. Come to Room 16K to see Jeremy. He will set you up with all of the server accounts you will need to teach your classes.
5. Go to AccessPlus, download your class lists and email the files to [postmaster@jlmc.iastate.edu](mailto:postmaster@jlmc.iastate.edu). Specify if you want to use file space on the Greenlee Server for your class or not. You'll learn all about that in step 3.