



NEW FACULTY CHECKLIST

- Confirm with your college administrative assistant that your *first.last@unco.edu* email has been established.
- Once you have your *first.last@unco.edu* email, you can log into URSA to activate your account and gain access to various platforms such as Canvas.
- Verify your UNC Bear Number
- Obtain your UNC ID Card at the Card Office in the University Center.
- If you plan to park in the UNC parking lots, purchase a parking pass through URSA (you will need your *first.last@unco.edu* to log in).
- Ask your college administrative assistant to request your office and building keys.
- Review FERPA information and training materials