

## Getting Started at Fleming

### Checklist

Tasks to be completed at your earliest opportunity.

#### Online Mandatory Training

- [AODA – IASR Module](#)
- [Accessibility for Academics Module](#)
- [UDL in Teaching & Learning Module](#)
- [Health & Safety Training Module](#)
- [Copyright Literacy Modules](#)

#### Office Set-Up

- Introduce yourself to your School Operations Liaison (SOL)  
To find out who your SOL is, see [Academic Contact Information](#)
- Get your office key  
Speak to your SOL to find out where your office will be located, and how to get a key.
- Set up your voicemail  
See the [User Guide for Fleming's phones](#)
- Set up your email signature  
Email signatures are important to include so your recipient knows how to contact you and which department, etc. you are from. See [How to Add a Signature](#)
- Set up printers  
Find out where the closest printer(s) are located and use [this guide](#) to set them up.
- Create contact lists for each class, etc.  
Email is a good way to keep in touch with your students; to make this easier, [Set Up a Contact Group for each Class](#).
- Put your weekly teaching schedule into your Outlook calendar  
To help your colleagues and students see your weekly availability, [put your weekly teaching schedule into your Outlook calendar](#).
- Familiarize yourself with Outlook (email program)  
Check out the documents posted [here](#) for more information about things you can do in Outlook.

#### Other

- Sign and return your employment contract
- Complete and submit your New Employee Information forms
- Buy your parking pass (if required)  
Complete the appropriate [form](#) and take it to the Information Booth to pay.  
NOTE: Contract faculty pay reduced parking rates, as per the "RPT Employee Parking Application" form.
- Find out your department photocopy code  
Ask your SOL for this information.  
NOTE: Large photocopy jobs must be completed by Duplicating (email [brealeyduplicating@flemingcollege.ca](mailto:brealeyduplicating@flemingcollege.ca))
- Find your mailbox in the Staff Lounge  
[Course evaluation forms](#) and instructions will be put into your mailbox for distribution in one of your classes.