EMPLOYEE ONBOARDING

UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

> **Welcome to the University of South Florida St. Petersburg!**
>
> We're excited to have you on board and look forward to achieving great things together. This resource guide contains important information to get new employees started with USF technology resources.

ONBOARDING TIPS FOR EMPLOYEES

STEP 1: Review the USF IT Resource Guide for New Employees to learn about USF technology resources.

STEP 2: Visit the Campus Computing New Hires webpage for information about USF St. Petersburg campus specific technology resources such as printing, accessing files shares, classroom technology, and more.

ONBOARDING TIPS FOR MANAGERS

STEP 1: Review the USF onboarding checklist and onboarding guide for managers on the USF HR website.

STEP 2: Visit the Campus Computing New Hires webpage for information on ordering computer equipment, requesting access to email lists, requesting a phone number, requesting building access, requesting access to shared files, and more for your new employee.

USF ST. PETERSBURG HELP DESK

The USF St. Petersburg Help Desk can assist you with your St. Petersburg campus technology requests and issues. Hours are available on our website.

Bayboro Hall 226   stp-help@usf.edu   stpetersburg.usf.edu/computing

USF SERVICE DESK

The USF Service Desk provides support for all USF technology resources and serves as a central call center for all technology requests and issues.

727-873-4357 (Option #3)   help@usf.edu   usf.edu/it/get-help