New Faculty/Staff

Initial Setup

Open a Brandeis account

New faculty may open a Brandeis account within 360 days of their appointment start date, once they have received their letter of appointment, and have accepted it.

New staff may open an account within three days of their hire, once they have checked in with HR. If they require an account sooner, they may open a sponsored email account, which is converted over to a full account at the start of their first month. Directions for opening a sponsored email account are on the account creation page.

Access your email

We recommend using the Gmail web client, but if you wish you may also configure an email client on your computer. Click here for instructions.

Make sure your department has arranged for an office computer for you

Departments almost always take care of this well before you arrive, but it doesn’t hurt to contact your department administrator and make sure.

Use Google Calendar

Everyone with a Brandeis account will gain a Brandeis Google calendar account. Your calendar may be viewed by going to http://go.brandeis.edu/ucal. Check out our documentation of features.

Obtain access to your department’s network share on the files.brandeis.edu server

Not all departments have a departmental share, but your department administrator will know. To gain access to your department’s share, ask your department administrator to request access on your behalf by contacting the Help Desk.

Set up your voicemail

Read our directions for setting up your voicemail.

Learn about off campus computing resources

It’s helpful to know how to connect to campus resources from off campus. You can check out our off campus computing pages here.

Become more aware of computer security

There’s lots to know about staying safe and protecting your information online. Learn more about how to protect yourself and our campus community.

Other Resources

LATTE, Brandeis’s Learning And Teaching Technology Environment
sage, Brandeis’s student administrative system
BUSS, for setting up direct deposit and viewing payroll information
LTS subject liaisons, to help you use library and technology resources in your teaching, learning, and research
Instructional support services for faculty, including First Year Library Instruction Programs, the multimedia lab, and foreign language teaching support
Technology in Classrooms, for assistance with technology-enhanced classrooms and for loans of AV equipment
Computer and Media Labs, for information about public computing or to reserve a hands-on computer classroom for teaching

**Related articles**

- Network Shares
- Software Purchasing
- Wireless Networks
- Import Grades to LATTE
- Connecting Perusall with LATTE