

Getting Started: New Employee Checklist

This checklist was created by Human Resources to assist you through the first few days as a new employee at Florida State University. Use this checklist in partnership with your supervisor to complete a few very important steps to help get started as a new employee.



☐ **ACTIVATE YOUR FSUID & ACCOUNT**

Your FSUID is your username for signing in and accessing many Florida State University systems and resources, including myFSU Portal, Canvas, OMNI, and Wi-Fi. FSUIDs are issued to all new employees, and you will use this username nearly every day as a Nole.

- To activate your FSU account, locate your EMPLID (a unique nine-digit number issued to all employees) by using the [what is an EMPLID and how do I get mine resource](#). You may also reach out to your department rep to ask for your number.
- Search your FSU employee email for a system-generated email from "ITS Announcements <noreply@fsu.edu>". Follow the instructions in the email to set up your FSUID **password and security questions**. Questions? Contact the ITS Service Desk at (850) 644-HELP (4357).
- Visit the [FSUID Account Management](#) website for additional guidance.



☐ **GET YOUR FSUCARD**

All students, faculty, and staff are required to have an FSUCard for identification on campus. Many facilities and events that you can attend will require a valid FSUCard.

- Visit the FSUCard website at fsucard.fsu.edu to view instructions for requesting a new card. Contact (850) 644-7777 with any questions.



☐ **GET YOUR PARKING PERMIT**

Whether you are a student, faculty, or staff, everyone needs a permit to park on campus.

- Log into the [FSU Parking Portal](#) to register for/purchase a permit and add your vehicle's license plate information.
- Visit the [Transportation & Parking Services](#) website to learn about virtual permits and find answers to other parking questions.
- Employees requiring a gate card or gate opener will need to contact TAPS and pay the fees associated with these items. To learn more, contact TAPS at (850) 644-5278 or email transportation@fsu.edu.

Checklist Continued...



☐ SET UP YOUR VOICEMAIL

Follow the procedures to set up your [Voicemail](#).



☐ COMPLETE NEW EMPLOYEE ORIENTATION

The University's [New Employee Orientation](#) program is available online for all newly hired employees to provide them with information concerning employee benefits, rules and regulations affecting employment, basic cybersecurity awareness, and University operating procedures. It is recommended that New Employee Orientation be completed within your first 30 days of employment. New Faculty members who attend New Faculty Orientation at the beginning of the academic year are not required to complete the online orientation.



☐ SELECT INSURANCE AND RETIREMENT PLANS

Please be aware that there are time limits concerning the selection of insurance benefits and a retirement plan. The New Employee Orientation e-course for Insurance, Retirement, and Benefits and the [Human Resources Benefits](#) website are helpful resources to review.



☐ EXPLORE PROFESSIONAL DEVELOPMENT @ FSU

- [Continuous Improvement & Training](#) offers workplace training and professional development classes. Visit hr.fsu.edu/train to search opportunities.
- [LinkedIn Learning](#) is available to employees for free! Access online training videos on a wide range of software, design, and professional development topics.
- [Office of Distance Learning](#) offers instructional workshops on a variety of topics.
- [Information Technology Services](#) provides online educational opportunities on security, software (e.g., Office 365), classroom support, and much more.