

First Day

2025 Montana State University New Faculty Success Checklist

As part of the Center for Faculty Excellence's [Early Career Faculty Success Program](#), these checklists are specifically designed for new faculty – tenured, tenure-track or non-tenure track (instructors) – outlining what you need to know, who to contact and when.

Item	Instructions	Contact
ALL FACULTY—Complete by First Day		
<input type="checkbox"/> Complete HR Onboarding	<p>You will receive onboarding material from HR through DocuSign that will contain your MSU email, GID and NetID and important tasks to complete your onboarding.</p> <ul style="list-style-type: none"> • Use your DocuSign checklist to set up your NetID password and Duo, the two-factor authentication system, and complete your I9. • You will need to know your NetID and have access to use Duo before moving forward with email/Outlook setup. 	<p>Human Resources 406-994-3651 hrservicecenter@montana.edu</p>
<input type="checkbox"/> Setup Email	Setup your Microsoft Office 365 Email for Faculty & Staff .	<p>UIT Service Desk 406-994-1777 helpdesk@montana.edu</p>
<input type="checkbox"/> Log into MyInfo	<p>Go to: https://www.montana.edu/facultystaff/</p> <ul style="list-style-type: none"> • Click “MyInfo” and login using your NetID and password. • Update your mailing address, phone(s), preferred email, etc. • Find your timecard under the Employee Services tab: <p> Personal Information Faculty Services Advising Services Employee Services Parking Services MyApps Notifications </p>	<p>UIT Service Desk 406-994-1777 helpdesk@montana.edu</p>
<input type="checkbox"/> Attend Orientations	<ul style="list-style-type: none"> • Attend New Faculty Orientation, August 14th – Learn more here • New Employee Orientation for Faculty, August 15th • Review New Employee IT Information 	<p>Center for Faculty Excellence 406-994-4555 cfe@montana.edu</p>

<input type="checkbox"/> Meet with your Unit Administrator	<ul style="list-style-type: none"> • Go over checklists • Telephone Services – request a phone or change directory listing • How do I update my directory listing? • Campus Key Request • Computer • Purchasing processes • Department meetings • Department email lists or Teams site where information is shared • Ask about a unit mentoring program 	Unit Head
TEACHING		
<input type="checkbox"/> Learn about your Classroom	More information on your classroom can be found in MyInfo . Consider visiting your classroom to see the layout and/or look up specs in Ad Astra .	
<input type="checkbox"/> Review Info for First Day of Class	Review Information for your first day of class including resources for viewing classroom and technology resources. <ul style="list-style-type: none"> • Suggestions for What to do on your first day of class – including how to prepare, getting books, understanding learning outcomes & more. 	Center for Faculty Excellence 406-994-4555 cfe@montana.edu
RESEARCH		
<input type="checkbox"/> Find your Space	Work with your Unit Administrator to find out about your lab/studio and office space.	Unit Administrator
<input type="checkbox"/> Learn about Research Compliance	Visit the Research Integrity & Compliance webpage to learn about programs designed to ensure compliance with federal, state, and local regulations for research. The Office of Research Integrity and Compliance Training Webpage summarizes the required trainings based on the nature of your research.	Research Integrity & Compliance 406-994-6732