

## Welcome to the Texas A&M University System

If you are new to the university system, you may need to do some or all of the following:

- claim your NetID,
- get your Texas A&M University ID Card (Aggie Card) and
- make arrangements for parking on campus.

### Claim your NetID

As a new university employee you will need claim your NetID so you can access college and university resources like myCEHD, eCampus and Moodle.

1. Go to [gateway.tamu.edu](http://gateway.tamu.edu)
2. Click "Claim Your NetID"
3. Enter your UIN\* and date of birth
4. Click "Login"
5. Follow the instructions to create your NetID

If you were previously employed by a university entity or are a former student, you may contact the Help Desk at 979-845-8300 to reactivate your NetID.

\*If you do not know your UIN, please contact Carol Holmes ([c-holmes@tamu.edu](mailto:c-holmes@tamu.edu)).

### Texas A&M University ID Card

To obtain an Aggie Card, bring a completed [Aggie Card Faculty/Staff Form](#) to the Aggie Card Office (Suite 2801) in the [General Services Complex \(GSC\)](#). You must bring a government issued photo ID before your card will be made.

Once you have your Aggie Card, you may contact your office building's facilities coordinator to gain keycard access to your building.

### Campus Parking and Transportation

If you will be driving on to campus, you will need to purchase a permit for your vehicle. Go to [transport.tamu.edu](http://transport.tamu.edu) or call (979) 845-9700 for details on the options available to you.

The university also offers limited [on and off campus bus routes](#) depending on your location in the community.

# Welcome to the College of Education & Human Development where our work transforms lives.

## Resources at your fingertips

myCEHD ([mycehd.tamu.edu](http://mycehd.tamu.edu)) is the college's intranet portal for internal faculty, staff and student resources and news. No need to login, instantly access information including:

- Annual evaluation processes,
- Committee minutes,
- College branding requirements and downloads,
- Newsletters from the Dean and
- Travel and purchasing forms

## Update your information

Each faculty and staff member has an online directory listing at [directory.cehd.tamu.edu](http://directory.cehd.tamu.edu). To update your listing, email your NetID username, office location, and phone number to Rahul Sharma at [rsharma@cehd.tamu.edu](mailto:rsharma@cehd.tamu.edu).

Once you are in the system, you make update your information at any time by logging in to your directory listing page:

- Click "Login" (upper right hand corner).
- Login with your NetID and password.
- Click "Show Private Information".
- Click "Edit" and update the desired fields.
- Click "Update".
- Click "View your information".

## Smile for the camera

Throughout the year, the college's communications office will schedule photo shoots for new employees directory listings and other faculty and staff who need a professional head shot. If you would like to participate in an upcoming session, email [comm@cehd.tamu.edu](mailto:comm@cehd.tamu.edu). Sessions are scheduled for February, April, September and November in Harrington Tower, #725C.

## Employee Support

Ombudspersons are available to faculty and staff in the event you should need support of any kind. A full list of ombudspersons for each department can be found at:

<http://mycehd.tamu.edu/employee-services/ombudsperson>

## Work Schedules

The College of Education and Human Development is a family-friendly work environment. Please talk to your supervisor if you are interested in or need to file a flexible work schedule.

## Technology Services

Technology Services is a college office within the Dean's office that provides support for the following services: Desktop support for university-owned computers, Online course support (eCampus and Moodle), Classroom technology, Shared network folders, and Web site hosting.

Main Office:	434 Harrington, 979-845-1111
Blocker Office:	335 Blocker, 979-845-1065
PEAP Office:	253 PEAP, 979-458-1339

<http://it.education.tamu.edu>

### Purchasing a workstation

Most staff will have a workstation already assigned to them before they start. In the event that you are given the option to select your own workstation, you will need to contact Technology Services for a quote.

\*\*A TAMU Net ID and password is required to login to all CEHD workstations. \*\*

### Setting up email: Google vs. TAMU Exchange

As an employee of the College of Education & Human Development, you have the option to choose between Texas A&M Gmail and TAMU Exchange for your email needs.

#### Texas A&M Gmail

In June 2014, Gmail (Google Apps for Education) became the official email system for all students. Interested faculty and staff in the College of Education & Human Development may opt to use Google Apps as well.

Google Apps allows Texas A&M University to provide students and employees with access to a variety of popular cloud-based tools at a low cost to the university including:

- Google Mail (Gmail),
- Google Calendar,
- Google Drive,
- Google Sites,
- Google Groups and
- Google Talk

#### TAMU Exchange Service

The 2013 TAMU Exchange Service allows users to access critical business communications almost whenever and wherever they need to with greater security and reliability. Features included in the service include:

- Calendars and calendar sharing,
- Contacts,
- Tasks,
- Lync (instant messaging client),
- Distribution groups and
- Role-based mailboxes for rooms and resources.

### Texas A&M IT

The university provides and manages many technology services on campus including Help Desk central (<http://hdc.tamu.edu>).

For more information on all university-level services go to <http://it.tamu.edu>.