



Welcome to the University of Alabama's College of Human Environmental Sciences!

The [College of Human Environmental Sciences](#) is the fastest growing division at the University of Alabama and the third largest human sciences unit in the nation! We are so glad you have decided to join us and look forward to getting to know you. Please take a moment to review the information below as it can quickly link you to online resources that will help to acclimate you to our lovely campus and our fantastic college.

Six buildings are needed to house our college, you can visit these sites to view brief descriptions of each: [Doster Hall](#), [HES Design House](#), [Adams Hall](#), [Child Development Research Center](#), [Stallings Center - RISE](#) and the East Annex.

Shortly after your acceptance letter is processed, you should obtain a **CWID** (campus wide ID). It is wise to commit this number to memory as you will need it time and time again for system request forms and proper identification. Obtaining your CWID is simple and should be one of the first items on your agenda. At your earliest convenience, please stop by the CHES Budget Office located in Doster Hall 103 and ask to speak with Administrative Specialist Beth Sherman. She will assist you in completing new hire paperwork required by Human Resources and Payroll. These forms must be processed before a CWID can be issued.

One of the first things you will want to do is set up your **MyBama account**. This will be your official method of communication between you, the college, and the university. Please check this account often. Getting set up is a very simple process that is totally free of charge.

Follow these steps to obtain your MyBama account:

1. Log on to <http://MyBama.ua.edu>
2. Click on the active link in the second column that says "need an account"
3. The next screen will ask you for your last name and your Campus Wide ID (CWID) or social security number.
4. The next page will be an agreement for use of this service with items from A-L. Scroll down and read them all.
5. Once you have agreed to the terms, click next page.
6. The next prompt will ask for your PIN or Pass Key (this is your birthdate as follows: mmddyy).
7. The next screen will be a security question screen. Choose from the dropdown options and select a question. Provide the answer, verify it, and write it down.
8. Once you have supplied that information click on the "Next Page" prompt.
9. Be sure to write down your account name and your password for future reference.

NOTE: You will only be able to complete the above steps when you have been formally accepted into the University of Alabama's system. Please direct all questions or problems regarding the set up of your MyBama account to the Seebeck Computer Center HelpDesk at 205-348-4357.

Your **MyBama** homepage, <http://MyBama.ua.edu>, houses up-to-the-minute information about our university, academics, employment, and campus life. You can access an interactive campus map at <http://tour.ua.edu/map/> to learn your way around campus

The **Action Card**, more commonly known as the ACT card, proves that you are a member of the UA community. It is the official UA identification card. View information about the use of your ACT card at [Action Card Home](#). To receive your ACT card, take your CWID to 104 in the Student Services Center across the plaza from Ferguson Center and be prepared to have your photo taken. They are open Monday-Friday 8:00 AM – 5:00 PM.

You will use your ACT Card to gain **access to some of our buildings and keys** to enter most offices and classrooms. Once you know which rooms and buildings you will be utilizing, please email Rosemary Klein at rfklein@ches.ua.edu a list along with your name and CWID so that your ACT Card will be properly coded and keys made ready for you to pick up in her office (Doster 101A).

All students, faculty, and staff must display appropriate hanging parking permits on their rear view mirror, facing toward the windshield, to park legally on campus Monday through Friday between 7:30 AM and 6:00 PM. The permit will allow you to park in the areas identified by a specific code on your hang tag. Parking permits can be obtained in the [Parking Services](#) office at 103 Student Services Center. If you have not already received a letter confirming your faculty/staff status, please email Rosemary Klein at rfklein@ches.ua.edu to request one. You will need this letter, your current license plate number, and your CWID to obtain a permit. Your parking permit purchase price can be deducted from your paycheck over an extended period of time.

To **access the university's wi-fi network**, you must first register your wireless device with the Office of Information Technology. This is a simple process and takes only a few minutes. Once your device is registered, you will not need to repeat this procedure. You may access the registration module at [using the ua wireless network](#).

All new faculty/staff **orientations** are scheduled through Human Resources at regular intervals. Please be certain to register for one of these classes at: http://bama.ua.edu/~hr/training/new_empl_oriet.htm. Benefit options will be explained by HR staff members during these sessions. Your [faculty](#) or [staff](#) handbooks are always available for viewing online.

To quickly locate another University of Alabama employee or department, you can utilize the online searchable [directory](#). **To add your name to the directory**, please complete the Update/Create New Listing Web page at http://directory.ua.edu/facultystaff/add_people.cfm.

All University of Alabama correspondence is subject to the guidelines presented in the University of Alabama's [visual identity guide](#), please review this document and be careful to adhere to its recommendations. If you have any questions regarding font or margins, please feel free to contact Rosemary Klein at rfklein@ches.ua.edu.

Get Connected!

Visit CHES.ua.edu often to access faculty and staff resource links, where standardized forms and video tutorials are housed. You will find exciting news about our students and leadership.

Please friend CHES on facebook at [The College of Human Environmental Science at The University of Alabama](#) and follow CHES on [twitter](#) at UA_HES, UA_CTD, UA_HS, UA_RHM, UA_CSM, UA_NHM, UA_HDFS

For any emergency, call: UA Police Department 348-5454

If you need any other information, please feel free to contact your supervisor or Rosemary Klein at rfklein@ches.ua.edu.