First Day

2026 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		
❑ **Complete HR Onboarding**	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. • 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.	Human Resources 406-994-3651 hrservicecenter@montana.edu
❑ **Setup Email**	Setup your Microsoft Office 365 Email for Faculty & Staff.	UIT Service Desk 406-994-1777 helpdesk@montana.edu
❑ **Log into MyInfo**	Go to: https://www.montana.edu/facultystaff/ • Click "MyMSU" and login using your NetID and password. • Update your mailing address, phone(s), preferred email, etc. • Find your timecard under the Employee Services tab: ‹ **Home** Campus Apps & Resources Employee Services Faculty Tools Personal Informat	UIT Service Desk 406-994-1777 helpdesk@montana.edu
❑ **Attend Orientations**	• Attend New Faculty Orientation, January 8th – Learn more here • New Employee Orientation – get help with required forms and benefits information • Review New Employee IT Information	Center for Faculty Excellence 406-994-4555 cfe@montana.edu

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☐ **Meet with your Unit Administrator**	• 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		
☐ **Learn about your Classroom**	More information on your classroom can be found in MyMSU. You can find out the details about your classroom in the Classroom Guidebook. The guidebook organizes classrooms by size, building, and type and highlights important classroom features including: Technology features, Classroom design features, and Accessibility features.	
☐ **Review Info for First Day of Class**	Review Information for your first day of class including resources for viewing classroom and technology resources. • 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		
☐ **Find your Space**	Work with your Unit Administrator to find out about your lab/studio and office space.	Unit Administrator
☐ **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 of the nature of your research.	Research Integrity & Compliance 406-994-6732

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