



**Women's Center**  
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**Welcome from the Wright State University Women's Center!**  
Here is your quick guide for getting "set up" as a university employee.

- 1. Human Resources Paperwork.** Your first step is to meet with a Human Resources Representative (call 775-2120 for an appointment). You will be given a packet of paperwork regarding your benefits and your appointment to Wright State. While you will be given time to consider your benefits options, the Human Resources Representative will fill out a green form during your meeting that you need for Step 3 in getting set up as an employee.
- 2. E-mail and Other Computer Access.** This step takes some time to process, so you will want to start the paperwork as soon as you can. To set up your e-mail account and Banner access, visit the Computing and Telecomm Services (CaTS) Help Desk in 025 Library Annex. They have a form that you must fill out that includes your name and social security number. Your supervisor, who must sign this form, will help you determine the level of access necessary for your position. Once you turn this form in to the Help Desk, it will take several days to process. They will call you to pick a form with your password and account set-up instructions; you must pick it up in person with your Wright1 card (you can get your card while your CaTS paperwork is being processed: see Step 3). For more information, see <http://www.wright.edu/cats/> or call 775-4827, toll-free at 1-888-775-4827.
- 3. Wright1 Card.** Take your green HR slip to the Wright1 Card Office in E146 Student Union, between 8:30 a.m. and 5 p.m. Monday through Friday. There is no charge for your card, but be ready to show a picture ID and to get your picture taken. For more information about how to use the card, see <http://www.wright.edu/bursar/wright1/>.
- 4. Parking Pass.** While you are in the Union getting your Wright1 card, walk down the hall to the Parking and Transportation window in E138 Student Union. The window is open Monday through Thursday 8:30 a.m. - 5 p.m. and Friday 8:30 a.m. - 4:30 p.m. It is also open late during the first two weeks of the Fall quarter and first week of Winter, Spring and Summer quarters: Monday through Thursday 8:30 a.m. to 7:00 p.m. There, you can get your staff/faculty parking pass, parking and shuttle maps, and campus walking and tunnel maps.
- 5. Keys.** If you will be issued keys for your office area, you will need to take your Wright1 card to the Physical Plant Customer Service Center in 065 Allyn Hall, between 7 a.m. and 5 p.m., Monday through Friday to sign for your keys.
- 6. Wright-Patt Credit Union.** If you decide to open an account with the Wright-Patt Credit Union, located in the Student Union, you will need your Wright1 card, your driver's license, your social security card, and at least \$10 (you need \$300 to get free checks). You can walk in or set up a meeting. For more information about the credit union, see <http://www.wright-pattcu.com/>.
- 7. Voicemail Access.** If the person who previously used your phone has shared his/her password, you will want to call x1010, enter the password, and follow the prompts to change it immediately, record your message, etc. If you do not know the password for your phone line, contact the CaTS Help Desk at 775-4827, toll-free at 1-888-775-4827. They will reset your password and walk you through how to get your voicemail set up.