

# Incoming Check List

**Jannell Van der Grift**  
Administrative Assistant  
Room 153  
phone 272-7917  
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- Desk/room assignment \_\_\_\_\_
- Desk Keys \_\_\_\_\_
- UNM issued Room keys paperwork \_\_\_\_\_
- Mailbox assignment \_\_\_\_\_
- Phone number \_\_\_\_\_
- Voice mail \_\_\_\_\_
- Copy code \_\_\_\_\_
- Long Distance code \_\_\_\_\_
- Business Cards (Faculty, Staff) \_\_\_\_\_
- Direct deposited of paychecks \_\_\_\_\_
- CHTM building directory and office plates \_\_\_\_\_
- RA contracts \_\_\_\_\_
- Tuition \_\_\_\_\_
- UNM Demographic form \_\_\_\_\_
- W-2 forms/I9 info \_\_\_\_\_

**Beth Fuchs**  
Database Administrator  
Room 106  
Phone 272-7844  
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OR

**Douglas Wozniak**  
Research Engineering Tech  
Room 135B  
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- active Lobo card
- access to building/computer lab \_\_\_\_\_
- access to lab \_\_\_\_\_
- access to cleanroom \_\_\_\_\_
- cleanroom orientation \_\_\_\_\_

**Joe Sadler**  
Systems Administrator  
Room 108A  
phone: 272-7810  
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OR

**Pat Helles**  
Systems Analyst  
Room 108C  
phone: 272-7814  
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- CHTM computer Log-on \_\_\_\_\_
- CHTM email address \_\_\_\_\_
- Web page \_\_\_\_\_
- Add to CHTM email lists \_\_\_\_\_
- Wireless connectivity \_\_\_\_\_