

Welcome to Western!



Check when complete	Actions (for the first days and weeks)	Suggested Source(s)
	Your Role & Workplace	
	With your supervisor, review your role and the expected outcomes.	Supervisor
	Ensure that you understand what is expected of you during the first week.	Supervisor
	Ask how you will communicate with your supervisor or receive support as you orient to your role.	Supervisor
	Familiarize yourself with the physical space of your work area. <ul style="list-style-type: none"> • where to hang your coat • where to store and eat your lunch • where the washrooms are...etc. 	Supervisor
	Ask: <ul style="list-style-type: none"> • how breaks and lunches work • how each other's absences are covered • if there are special telephone and e-mail protocols • about relevant health and safety practices 	Supervisor
	Familiarize yourself with the unit/department's role and organizational structure.	Supervisor
	Human Resources & Safety	
	Activate your User ID and Password. See " Steps to Activate User ID & Password ". Get started Activating Your Western Identity . You will need your Employee ID Number. Ask your supervisor.	WTS Computer Accounts - ext 83800 (option 2)
	Enroll in MFA (Multi-factor Authentication). MFA is required for Office 365 including email, My Human Resources and other systems. Get started on the WTS MFA webpage .	WTS Help Desk
	Ensure that Human Resources has your personal contact information (including bank deposit details).	My Human Resources Use your User ID and password
	Complete Western's Equity Census - your participation will help Western monitor and respond to equity, diversity, inclusion and decolonization trends and issues, and to report publicly on progress towards our goals.	Sign in to My Human Resources and look for the Equity Census tile.
	Note the date/times of Human Resources or Health appointments. These are usually indicated on the orientation schedule accompanying your offer letter.	Human Resources - Recruitment, Pension, Benefits & Payroll - 519-661-2194 (or ext. 82194) Staff/Faculty Health- 519-661-2047 (or x82047)

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	<p>Complete Western's core online training (required for all employees)</p> <ul style="list-style-type: none"> • Western's Health and Safety Awareness – Supervisor OR Worker • Workplace Hazardous Materials Information System (WHMIS) • Accessibility at Western • Safe Campus Community: Preventing Harassment, Violence and Domestic Violence at Western • Supporting Disclosures of Gender-Based and Sexual Violence at Western (Employee Training) <p>Complete the required courses specific to your role.</p>	Required Training
	<p>Add your mobile number to your Alert WesternU account:</p> <ul style="list-style-type: none"> • Alert WesternU is Western's emergency mass notification system that issues important safety messages in the event of a campus-wide emergency. • Subscribers are strongly encouraged to add a mobile number to their Alert WesternU account to receive a text message, in addition to an email. • For other customization features, watch How-to Customize your Alert WesternU Account on YouTube. <p>Western students, faculty and staff are automatically enrolled in the system via their @uwo.ca email address and will receive email notifications.</p>	Alert WesternU
	OTHER RESOURCES:	
	If applicable to your role, complete the “ Request for Access to Corporate Information ” form. Your unit head or administrator can assist with accessing and submitting this form.	
	Contact Parking Services if you need a parking permit.	Parking Services Support Services Building, ext 83973
	As needed, ensure WTS has been contacted for a telephone connection.	Telecommunications ext 83323
	Review the information provided on how to effectively use Western phones, email, computers, etc.	Visit the WTS Self-Service web page
	Obtain your Western ONE photo ID card from Student Central - Room 1120 in the Western Student Services Building (WSS). Building access information will be programmed into the system based on the pre-authorized access.	Western ONECard

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	As needed, obtain a signed "Western Keys Request Form" from your supervisor. Pick up the key in person and provide Western Identification. Card access to electronically secured work environments is obtained by contacting your department leader or administrator who will complete a Card Access Request Form. (See Card Access on the Campus Police website.)	Key requests
	Ensure your work area is properly equipped with supplies.	Supervisor / colleagues will assist with orders.
	As needed, order business cards.	Supervisor to use Mustang Market to order cards.
	As needed, familiarize yourself with Western's purchasing procedures for goods and services.	Financial Services - Mustang Market
	Familiarize yourself with Western's administrative policies and procedures.	University Secretariat – Policies & Procedures
	Familiarize yourself with Western's sustainability initiatives, and learn how you can help contribute to a greener campus.	Sustainability at Western Staff Sustainable Actions Checklist (pdf)
	OTHER SUGGESTIONS	
	Tour the campus.	Refer to our campus map
	Explore the Western website.	www.uwo.ca
	Consider a membership at Campus Recreation.	Campus Recreation
	Look into the Campus Meal Plan. Save 5% on your meals when you use the Campus Meal Plan.	Campus meal plan
	Learn more about Employment Standards in Ontario.	Ontario Employment Standards Poster
	Find out how to contact your union or association.	Employee Groups and Collective Agreements
	Consider upgrading your computer skills. WTS offers non- credit computer courses to faculty, staff & graduate students.	WTS Courses

If you require this document or any related information in an alternative format, please [use ASK HR to contact Human Resources](#).