

# 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
<b>ALL FACULTY—Complete by First Day</b>		
<input type="checkbox"/> <b>Complete HR Onboarding</b>	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. <ul style="list-style-type: none"> <li>Use your DocuSign checklist to set up your NetID password and Duo, the two-factor authentication system, and complete your I9.</li> <li>You will need to know your NetID and have access to use Duo before moving forward with email/Outlook setup.</li> </ul>	Human Resources 406-994-3651 <a href="mailto:hrrservicecenter@montana.edu">hrrservicecenter@montana.edu</a>
<input type="checkbox"/> <b>Setup Email</b>	Setup your <a href="#">Microsoft Office 365 Email for Faculty &amp; Staff</a> .	UIT Service Desk 406-994-1777 <a href="mailto:helpdesk@montana.edu">helpdesk@montana.edu</a>
<input type="checkbox"/> <b>Log into MyInfo</b>	Go to: <a href="https://www.montana.edu/facultystaff/">https://www.montana.edu/facultystaff/</a> <ul style="list-style-type: none"> <li>Click “MyMSU” and login using your NetID and password.</li> <li>Update your mailing address, phone(s), preferred email, etc.</li> <li>Find your timecard under the Employee Services tab:</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <span style="font-size: 0.8em;">&lt; <a href="#">Home</a>    Campus Apps &amp; Resources    Employee Services    Faculty Tools    Per</span> </div>	UIT Service Desk 406-994-1777 <a href="mailto:helpdesk@montana.edu">helpdesk@montana.edu</a>
<input type="checkbox"/> <b>Attend Orientations</b>	<ul style="list-style-type: none"> <li>Attend <a href="#">New Faculty Orientation</a>, January 8th – <a href="#">Learn more here</a></li> <li><a href="#">New Employee Orientation</a> – get help with required forms and benefits information</li> <li>Review <a href="#">New Employee IT Information</a></li> </ul>	Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a>

<input type="checkbox"/> <b>Meet with your Unit Administrator</b>	<ul style="list-style-type: none"> <li>• Go over checklists</li> <li>• <a href="#">Telephone Services</a> – request a phone or change directory listing</li> <li>• <a href="#">How do I update my directory listing?</a></li> <li>• <a href="#">Campus Key Request</a></li> <li>• Computer</li> <li>• Purchasing processes</li> <li>• Department meetings</li> <li>• Department email lists or Teams site where information is shared</li> <li>• Ask about a unit mentoring program</li> </ul>	<b>Unit Head</b>
<b>TEACHING</b>		
<input type="checkbox"/> <b>Learn about your Classroom</b>	<p>More information on your classroom can be found in <a href="#">MyMSU</a>. You can find out the details about your classroom in the <a href="#">Classroom Guidebook</a>. The guidebook organizes classrooms by size, building, and type and highlights important classroom features including: Technology features, Classroom design features, and Accessibility features.</p>	
<input type="checkbox"/> <b>Review Info for First Day of Class</b>	<p>Review <a href="#">Information for your first day of class</a> including resources for viewing classroom and technology resources.</p> <ul style="list-style-type: none"> <li>• Suggestions for <a href="#">What to do on your first day of class</a> – including how to prepare, getting books, understanding learning outcomes &amp; more.</li> </ul>	<p>Center for Faculty Excellence 406-994-4555 <a href="mailto:cfe@montana.edu">cfe@montana.edu</a></p>
<b>RESEARCH</b>		
<input type="checkbox"/> <b>Find your Space</b>	<p>Work with your Unit Administrator to find out about your lab/studio and office space.</p>	<b>Unit Administrator</b>
<input type="checkbox"/> <b>Learn about Research Compliance</b>	<p>Visit the <a href="#">Research Integrity &amp; Compliance</a> webpage to learn about programs designed to ensure compliance with federal, state, and local regulations for research. The <a href="#">Office of Research Integrity and Compliance Training Webpage</a> summarizes the required trainings based of the nature of your research.</p>	<p>Research Integrity &amp; Compliance 406-994-6732</p>