

Aug —Fall
Dec —Intercession
Jan —Spring
May —Summer

Create Contract
Send a copy to EE Director
(Dean's Office)

Complete New User
Account Request Form
(Dept Chair)

Welcome email with account
credentials for MyDaemen
Account is sent to New Hire
(IT Dept)

Blackboard Account is created a
few hours after the MyDaemen
Account.
(IT Dept)

Invitation to New Faculty
Orientation is emailed

Complete
Blackboard Request Form
(New Hire Adjunct)

Request Parking Permit
(New Hire Adjunct)
www.daemen.edu (Registrar)

Class Roster Printed
(Registrars)

(New Hire Adjunct)

