



Getting Started on Bloomsburg University Campus

Where do I obtain a Parking Pass and what do I need to bring?

The BU police station, located in Andruss Library, is where you must obtain your parking pass. You will need your driver's license and registration card to obtain your parking pass. The permit must be hung in your vehicle when parked on campus.

Where do I obtain my BU identification card?

Identification cards can be obtained at the Residence Life Office in Elwell Hall. Ask to activate your ID card to provide building access after hours. You can also request after hours access from [Facilities](#).

Is there a Faculty-Staff directory?

Yes. Important phone numbers are located in the Faculty-Staff Directory. Your secretary may be able to provide you with a copy. In addition, near the beginning of the academic year, a pdf version of the directory is distributed by email.

Once you are assigned a BU email, you may also search for faculty and staff in the [web directory](#). One other location: Microsoft Outlook also provides phone numbers, office locations, and so forth in its address book.

How do I obtain office keys and classroom computer workstation keys?

Contact your department secretary to submit a request. You will be notified when the keys are ready. Pick up your keys at the Buckingham Maintenance Center. The request form to gain Key-Card Access is available on the S:drive (shared drive) under BU Documents then search for a the word document entitled "Key-Card Access" listed alphabetically.

How do I obtain a computer?

Contact your department secretary; they will submit the request. Be sure to indicate your preference of a desktop or a laptop. For more information on computer specifications, visit the [Office of Technology web site](#) or go directly to their [Faculty and Staff Technology Support](#).

How do I use my telephone to make campus, local, and long distance calls?

On campus: dial the 4-digit extension. **Local or toll free numbers:** dial "9" and the number including the area code. **Long Distance:** dial "8" and the number including area code.

How do I set up my voicemail?

The Office of Technology is responsible for campus telephones and service. Directions on how to set up your voicemail system and many other details are found here: [Telephone System](#).

Contact Loren McNett, Telecommunications Manager, at 570-389-4387.

Who do I contact for Payroll and Benefits

[HR Connect](#) “is Bloomsburg University’s customer service center” and handles all questions regarding benefits, compensation, payroll, and so forth.

Where do I obtain an office door name plate and business cards?

Order these through your department secretary.

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