



New Employee Starter Guide

New Employee Experience

*Presented by: Employee & Organizational Development
Revised August 14, 2023*



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HUMAN
RESOURCES

YOUR LOBO JOURNEY

Welcome to UNM.
Below is a quicklist of the steps you need to
take to become a successful Working Lobo.



**OFFER LETTER RECEIVED
& ACCEPTED**



**REVIEW EMPLOYEE
CHECKLIST**



**REVIEW NEW EMPLOYEE
EXPERIENCE WEBSITE**

newemployee.unm.edu



**COMPLETE ALL MODULES IN
"YOUR LOBO JOURNEY"**

newemployee.unm.edu



**SUBMIT THE NEE
COMPLETION SURVEY**



**ATTEND THE REQUIRED NEW
EMPLOYEE INFORMATION
ZOOM SESSION**



Don't Forget!

View the UNM President's Welcome Message and other orientation
videos on the New Employee Experience Home Page.

newemployee.unm.edu



New Employee Checklist

Your Guide To Becoming a Successful UNM Employee

newemployee.unm.edu

Welcome to the University of New Mexico, where each of us defines all of us. We are excited that you are here, and ready to contribute in a meaningful way to the mission and vision of New Mexico's flagship institution of higher learning, and one of the country's top research universities.

The following checklist is designed to ensure that your UNM career kicks off as smoothly as possible, addressing a number of logistics that will help you embark on your new position. Be sure to check with your supervisor for any additional requirements.

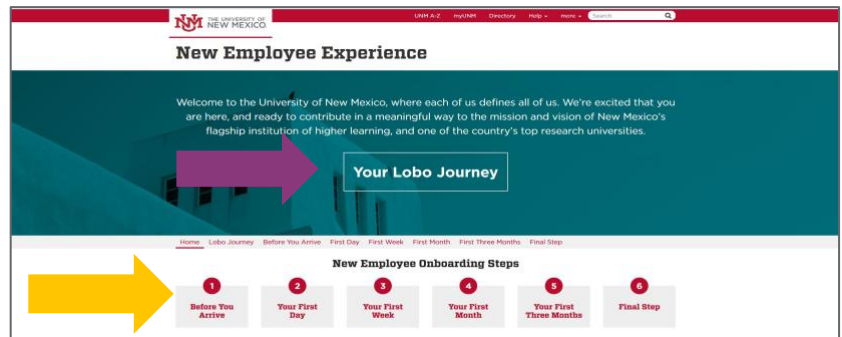
Up-to-date employee information is available on the Human Resources website at hr.unm.edu. To answer frequently asked questions, check our New Employee Toolkit at hr.unm.edu/new-employee-toolkit.

Still have questions? Contact the UNM Employee & Organizational Development Department at eod@unm.edu, or 505.277.1555, or visit the EOD website at hr.unm.edu/eod.

**COMPLETE THIS CHECKLIST ALONG WITH YOUR
NEW EMPLOYEE EXPERIENCE JOURNEY**

Get Started

- Go to newemployee.unm.edu and click on Your Lobo Journey to watch the new employee orientation presentation.
- Navigate through the bar located on the New Employee Experience webpage and review the following sections:



1. Before Your First Day (Service Center)

- ☐ Sign your offer letter
- ☐ Complete additional employment forms
- ☐ Get your temporary parking permit
- ☐ Review the [UNM benefits](#) available to you

2. First Day

- ☐ Create [Net ID](#)
- ☐ Set up your [direct deposit](#)
- ☐ Complete [W-4](#)
- ☐ Get your Employee ID ([LoboCard](#) and/or [HSC Badge](#))
- ☐ Get your office keys ([Lock Shop](#))

3. First Week

- ☐ Get a permanent [parking permit](#)
- ☐ Complete your department's orientation
- ☐ Meet with your supervisor and team
- ☐ [Enroll](#) in your Benefit plans before your 60th Day
- ☐ Update worksite address in Demographic Self-Service, if working 100% remote in-state or out of state. Go to my.unm.edu > Enter Loboweb > Personal Information > Addresses and Directory Information > Demographic Information > Worksite Address

4. First Month

- ☐ Get to know [MyUNM](#)
- ☐ Complete [Mandatory Training](#) and any department-specific training required
- ☐ Are you an HSC employee? Be sure to complete HSC specific trainings

5. First Three Months

- ☐ Explore the many resources and opportunities available to you as a Working Lobo, from recreational and fitness opportunities to continuing your education.

6. Final Steps

- ☐ Meet with your supervisor for one-on-one performance discussions
- ☐ Review six-month [performance evaluation](#) with your supervisor
- ☐ Complete our [survey](#) about your onboarding experience!



New Employee Online Information Session Agenda

Every Monday from 8:30 a.m. – 10:00 a.m.		
Time	Topic	Presented by:
8:15 - 8:30 a.m.	Zoom Session Opens	EOD
8:30 - 8:40 a.m.	Welcome/Agenda Review	EOD
8:40 - 8:45 a.m.	Let's Get Acquainted!	EOD/New Employees
8:45 - 8:55 a.m.	Questions/Issues Regarding NEE Website and "Your Lobo Journey"	EOD
8:55 - 9:20 a.m.	Departmental Introductions and Q & A	EOD HR Client Services HR Benefits & Employee Wellness UNM CARS UNM Payroll Parking & Transportation Services (PATs) Export Control Custodian of Public Records Office (IPRA)
9:20 - 9:25 a.m.	Wrap Up/Final Questions	EOD
9:25 – 9:30 a.m.	Online Survey	EOD/New Employees
10:00 a.m.	Zoom Session Ends	EOD



UNM Holiday Schedule

UNM 2022 Holiday Schedule

Martin Luther King	January 17
Memorial Day	May 30
Independence Day	July 1 (President's Office Approved Holiday) July 4 (Observed)
Labor Day	September 5
Thanksgiving Break	November 24-25
Winter Break	December 23, 2022 – January 2, 2023

UNM 2023 Holiday Schedule

Martin Luther King	January 16
Memorial Day	May 29
Independence Day Observed	July 4
Labor Day	September 4
Thanksgiving Break	November 24-25
Winter Break	December 22, 2023 - January 1, 2024

For more information on UNM Holidays, including the Campus Calendar, Payroll Schedule, and UNM Events Calendar, visit the HR Calendars Page at hr.unm.edu/calendars

For more information regarding UNM Holidays, see the [University Administrative Policy 3405](#).

UNM Payroll Schedule



PAYROLL

Timekeeper and Approver Schedule 2023

Deadlines listed here are ONLY for biweekly time entry and monthly exception time and the approvals of biweekly time entry and monthly exception time. For EPAN/EPAF/Hiring Proposal deadlines, consult the Employment Knowledge Base <https://confluence.unm.edu>

Bi-Weekly Payroll (2R)						Monthly Payroll (5R)					
Non-Exempt Time Entry						Exempt Exception Time					
	Pay Period			Time Entry Deadline	Pay Date		Pay Period			Exception Time Deadline	Pay Date
1	12/17/22 - 12/30/22			01/03/23	01/06/23						
2	12/31/22 - 01/13/23	Note 1		01/13/23	01/20/23	1	01/01/23 - 01/31/23			01/12/23	01/31/23
3	01/14/23 - 01/27/23			01/30/23	02/03/23						
4	01/28/23 - 02/10/23			02/13/23	02/17/23	2	02/01/23 - 02/28/23			02/14/23	02/28/23
5	02/11/23 - 02/24/23			02/27/23	03/03/23						
6	02/25/23 - 03/10/23			03/13/23	03/17/23	3	03/01/23 - 03/31/23			03/14/23	03/31/23
7	03/11/23 - 03/24/23	Note 2		03/27/23	03/31/23						
8	03/25/23 - 04/07/23			04/10/23	04/14/23	4	04/01/23 - 04/30/23			04/12/23	04/28/23
9	04/08/23 - 04/21/23			04/24/23	04/28/23						
10	04/22/23 - 05/05/23			05/08/23	05/12/23	5	05/01/23 - 05/31/23			05/12/23	05/31/23
11	05/06/23 - 05/19/23			05/22/23	05/26/23						
12	05/20/23 - 06/02/23			06/05/23	06/09/23	6	06/01/23 - 06/30/23			06/12/23	06/30/23
13	06/03/23 - 06/16/23	Note 1		06/16/23	06/23/23						
14	06/17/23 - 06/30/23	Note 1		06/30/23	07/07/23	7	07/01/23 - 07/31/23			07/12/23	07/31/23
15	07/01/23 - 07/14/23			07/17/23	07/21/23						
16	07/15/23 - 07/28/23			07/31/23	08/04/23	8	08/01/23 - 08/31/23			08/15/23	08/31/23
17	07/29/23 - 08/11/23			08/14/23	08/18/23						
18	08/12/23 - 08/25/23			08/28/23	09/01/23	9	09/01/23 - 09/30/23			09/12/23	09/29/23
19	08/26/23 - 09/08/23			09/11/23	09/15/23						
20	09/09/23 - 09/22/23	Note 2		09/25/23	09/29/23						
21	09/23/23 - 10/06/23			10/09/23	10/13/23	10	10/01/23 - 10/31/23			10/12/23	10/31/23
22	10/07/23 - 10/20/23			10/23/23	10/27/23						
23	10/21/23 - 11/03/23			11/06/23	11/10/23	11	11/01/23 - 11/30/23			11/13/23	11/30/23
24	11/04/23 - 11/17/23	Note 1		11/17/23	11/24/23						
25	11/18/23 - 12/01/23			12/04/23	12/08/23	12	12/01/23 - 12/31/23			12/12/23	12/21/23
26	12/02/23 - 12/15/23			12/18/23	12/22/23						
1	12/16/23 - 12/29/23			01/02/24	01/05/24						

Biweekly time entry & approval deadline is **4:00 PM** on Monday unless otherwise indicated on the schedule.

Monthly exception time entry & approval deadline is **4:00 PM on the 12th** unless otherwise indicated.

Note 1 - Early payroll deadline: Due to a holiday or payroll processing schedules, biweekly time entry & approvals are due early.

Note 2 - When three biweekly paydays occur within a month, only mandatory deductions are withheld on the third payroll.

UNM Payroll Department

As Of: November 15, 2022

SHAC Services



Health Services for UNM Faculty, Staff, and Retirees
505-277-3136



Full Service Pharmacy

Our pharmacy fills prescriptions from all licensed practitioners, including providers outside UNM. Open five days a week, we offer a variety of prescription and over-the-counter medications.



Travel

Taking a trip? Our providers will sit down with you one-on-one to make sure you have the appropriate immunizations and medications to have a safe and healthy trip.



Licensed Massage Therapists

Schedule a massage appointment over your lunch break or after work. SHAC's licensed massage therapists specialize in a variety of massage techniques. Massage appointments are 50 minutes.

For more information about SHAC services, appointments and accepted insurances, visit the [SHAC website](#).

Police Officer's Assoc & United Staff-UNM Bargaining Unit

Police Officer's Association Bargaining Unit		United Staff-UNM Bargaining Unit	
<u>Covered Titles</u>		<u>UNM Education Support Unit Job Titles</u>	
Detectives		ACADEMIC ADVISOR	COORD PURCHASING
Patrol Officers		ADMIN ASSISTANT II	COORD RECREATIONALSERVICES
Corporals		ADMIN ASSISTANT III	COORD RECRUITMENT SVS
Sergeants		ADMIN ASST TO ATHLETIC DIRECTOR	COORD RECYCLING
<u>Contact Information</u>		ADMISSIONS OFFICER	COORD REGISTRATION
<u>Rep. Name</u>		ATHLETIC ADMISSIONS SPEC	COORD RESEARCH
Andrew Drexler- President		BR/DIV FINANCIAL AID ADVISOR	COORD SCHEDULING
Nathan Lerner- Vice President		BUYER II	COORD SPECIAL EVENTS
Daniel Gallegos- Treasurer		CHILD CARE WORKER	COORD SPORTS FACILITIES EVENTS
Patrick Klaurens- Secretary		CHILD DEVELOPMENT ASSOCIATE	COORD STAFFING
<u>Address</u>		COORD COOP PURCHASING PROGRAMS	COORD STUDENT ACTIVITIES
Hokona Hall		COORD DATA ENTRY	COORD STUDENT ADMISSIONS
2500 Campus Blvd NE		COORD DISTANCE EDUCATION	COORDSTUDENTADVISEMENT
Albuquerque, NM 87131		COORD ENROLLMENTSERVICES	COORDSTUDENT HOUSING
		COORD FACILITIES	COORD STUDENT SVS
		COORD GRAD ASST PROGRAMS	COORD TAMARIND INSTITUTE
		COORD GRAD PROGRAMS	COORD TICKET OFFICE
		COORD GRADUATION	DEVELOPMENT ASSISTANT
		COORD INSTRUCTIONAL MATERIALS	DEVELOPMENT COORDINATOR
		COORD INVENTORY CONTROL	EDUCATIONAL SITE COORD
		COORD JOB DEVELOPMENT	FACULTY SERVICES ASST
		COORD PLACEMENT	FINANCIAL AID ADVISOR
		COORD PUBLIC EVENTS	FINANCIAL AID ASSISTANT
		COORD PROCUREMENT CARD SVCS	FINANCIAL AID OFFICER
		COORD PROGRAM ADVISEMENT	FISCAL SERVICES TECH
		COORD PROGRAM SCHEDULING	GRANTS COORD
		<u>UNM OFFICE OF THE MEDICAL INVESTIGATOR (OMI)</u>	
		<u>Unit Job Titles</u>	
		MORPHOLOGY TECHS	DEPUTY MEDICAL INVESTIGATORS
		SR MORPHOLOGY TECHS	SR DEPUTY MEDICAL INVESTIGATORS
		<u>Contact Information</u>	
<u>Rep Name</u>		<u>Rep. Title</u>	
Doris Williams		President	
Lois Kennedy		Educational Support Vice President	
Janice Blevins		OMI Unit Vice President	
		<u>Address</u>	
USUNM Union, Local 6155		Email: unitedstaffunm @gmail.com	
PO Box 27278			
Albuquerque, NM 87125			

REV: 08/21/2020

Communication Workers of America Bargaining Unit

Maintenance & Operations Position Titles		Clerical/Technical Position Titles		Contact Information	
GRADE 2	GRADE 7	GRADE 3	GRADE 6	Rep. Name	Rep. Title
Courier	Arborist	Data Entry Operator I	Admissions Rep/Customer Svcs	Robin Gould	Dist. 7 Staff Rep
Roofer	Automotive Tech	Nutrition Tech	TV Traffic Tech	Donald Alire	President
Sports Equipment Attendant	Bus Driver	Office Assistant	Admission Rep/Data Entry	Dan Secrist	Executive Vice President
GRADE 3	Facilities Service Tech	Postal Clerk	Clinical Assistant	Michelle Lewis	Secretary
Auto Tech Helper	Finish carpentry Struct Tech	Shipping/Receiving Clerk	Data Entry Operator III	Eric Bodwell	UNM Agency Vice President
Custodian	Golf/Field/Grounds Equip Tech	Telephone Operator	Instructional Assistant	Sandra Oliver	Region 1 Vice President
Driver/Van	Master Gardener	GRADE 4	Inventory Control Clerk	Charles Compton	Agency Vice President
Food Service Worker	Metals Tech II/Sheet Metal	Nursing Asst (Non-Certified)	Med Claim Rep	Shirley Martinez	Staff
Grounds Tech Mover	Structural Tech I	Cashier	Nursing Technician	Cynthia Hinkley	Staff
Recycling Tech	Taos Campus Services Associate	Customer Service Associate	Senior Decontam/Sterilization	Dale Welsh	Staff
Turf Tech	GRADE 8	Library Aide	Tech Student Records Clerk	Joaquin Garcia	Staff
GRADE 4	Certified Auto Tech	Med Records Clerk	Lead Parking Officer	Milagro Padilla	Staff
Baker	Electrician I	Records Mgmt Clerk	Campus Security Officer	Benjamin Borman	Steward
Cook	HVAC Tech I	Reprographic Tech	GRADE 7	Dante Gonzalez	Steward
Gardener	Lead Equipment Operator	Security Guards	Police Dispatcher	Juan Hernandez	Steward
Painter I	Lead Facilities Service Tech	GRADE 5	Senior Lab Animal Tech	Ernest Lucero	Steward
Sr. Sports Equip Attendant	Master Painter	Accounting Clerk	Senior Student Records Clerk		
GRADE 5	Metals Tech II/ Welding	Accounts Payable Clerk	Prodn Publishing Systems Tech		
Food Svc Site Operator	Plumber I	Accounts Receivable Clerk	GRADE 8		
Greenskeeper	Structural Tech II	Admin Assistant I	Med. Transcription Editor		
Lead Mover	Senior Irrigation Tech	Data Entry Operator II	GRADE 9		
Lead Roofer	Utility Plant Tech (Pre-Certified)		LPN		
Lead Turf Tech	GRADE 9		Medical Abstractor		
Light Equipment Operator	Master Cert Auto Tech		Sr. Med. Transcription Editor		
Senior Baker	Master Metals Tech				
Senior Cook	Master Structural Tech				
Trades Tech Helper	Taos Sr. Campus Services Assistant				
Turf Equip Tech	Utility Plant Mechanic I				
Taos Campus Services Assistant	Utility Plant Tech I				
GRADE 6	GRADE 10				
Heavy Equipment Operator	Electrician II				
Irrigation Tech	HVAC Tech II				
Lead Greenskeeper	Plumber II				
Metals Tech I	Utility Plant Tech II				
Painter II	Utility Plant Mechanic II				
Shop Tech	GRADE 11				
Sign Tech	Master Electrician				
	Master HVAC Tech				
	Master Plumber				
	Master Utility Plant Mechanic				
	Master Utility Plant Tech				

Address and Phone Numbers
CWA Local 7.076
460 St Michael's Drive, Suite 1000
Santa Fe, NM 87505

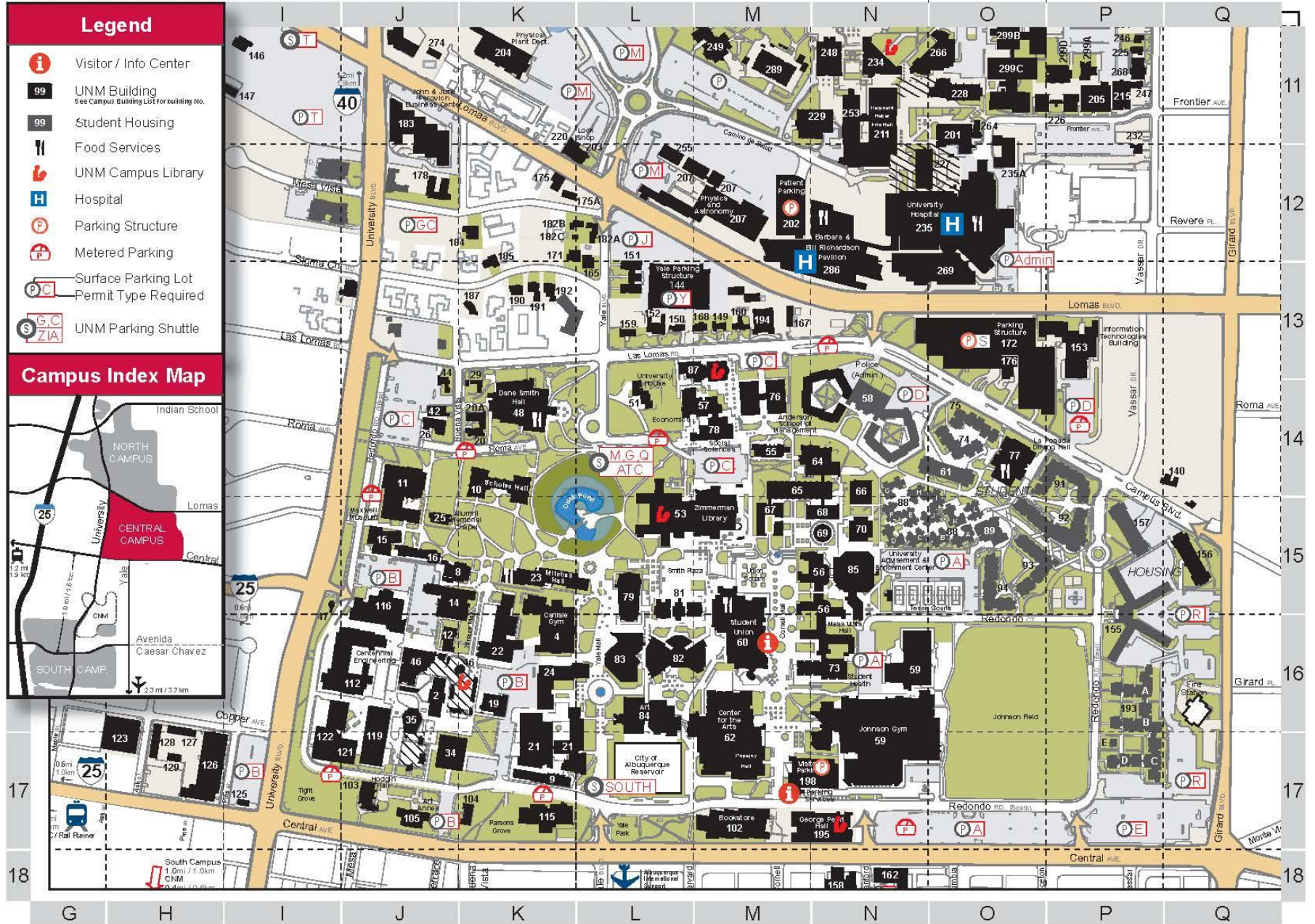
(505) 955-8534 office
(505) 983-1867 fax

REV: 08/21/2020



CENTRAL CAMPUS MAP

Planning & Campus Development :: Space Management Office :: spacemgt@unm.edu :: UPDATED: 03-1-2016



CENTRAL CAMPUS MAP LEGEND

BY BUILDING NUMBER

Bldg #	BUILDING NAME	GRID	Bldg #	BUILDING NAME	GRID
2	ENGINEERING AND SCIENCE COMPUTER POD (ESCP)	J-16	105	ART ANNEX (ARTX)	J-17
4	ELIZABETH WATERS CENTER FOR DANCE AT CARLISLE GYMNASIUM (CARL)	K-16	112	CENTENNIAL ENGINEERING CENTER (CENT)	J-16
8	BANDELLER HALL EAST (BANDE)	J-15	115	COMMUNICATION AND JOURNALISM (COMMJ)	K-17
9	MARRON HALL (MARN)	K-17	116	FORD UTILITIES CENTER	J-15
10	SCHOLES HALL (SCHL)	K-14	119	FARRIS ENGINEERING CENTER (FEC)	J-17
11	ANTHROPOLOGY (ANTHO)	J-14	122	MECHANICAL ENGINEERING (MECH)	I-17
12	ANTHROPOLOGY ANNEX (ANTHX)	J-16	123	MATTOX SCULPTURE CENTER (MATTOX)	H-17
14	SCIENCE & MATHEMATICS LEARNING CENTER (SMLC)	J-15	125		I-17
15	HIBBEN CENTER FOR ARCHAEOLOGY RESEARCH (HIBB)	J-15	126	HIGH PERFORMANCE COMPUTING / ART, RESEARCH, TECH & SCI LAB	H-17
16	BANDELLER HALL WEST (BANDW)	J-15	140	HUBER HOUSE	P-14
19	BIOLOGY ANNEX (BIOANX)	K-16	144	YALE PARKING STRUCTURE	L-13
20	INTERNAL AUDIT	K-14	149	UNM INFORMATION ASSURANCE PROGRAMS	M-13
20A	608 BUENA VISTA DR. N.E.	K-14	150	INSTITUTE FOR SOCIAL RESEARCH (ISR)	L-13
21	CASTETTER HALL (CAST)	K-17	151	NAVAL SCIENCE (NAVAL)	L-13
22	CLARK HALL (CLARK)	K-15	152	JONSON GALLERY/RWIF (JONGAL)	L-13
23	MITCHELL HALL (MITCH)	K-15	153	INFORMATION TECHNOLOGIES BUILDING (ITB)	P-13
24	NORTHROP HALL (NTHP)	K-16	155	CORONADO HALL (DORMITORY)	P-16
25	ALUMNI MEMORIAL CHAPEL (ALUMNI)	J-15	156	ONATE HALL (ONATE)	Q-15
26	UNM PRESS & OFFICE OF RESEARCH	J-14	157	ALVARADO HALL (DORMITORY) (ALVRDO)	P-15
29	DISPUTE RESOLUTION (DISP)	K-14	158	ROBERT HARTUNG BUILDING (HART)	N-18
34	LOGAN HALL (LOGAN)	J-17	159	AEROSPACE STUDIES BUILDING (AERO)	I-12
35	REGENER HALL (REGH)	J-16	160	UNIVERSITY CLUB (UCLUB)	M-13
42	EQUAL OPPORTUNITY PROGRAMS (EOP)	J-14	162	TAMARIND INSTITUTE	N-18
44	THE WHITE HOUSE	J-13	165	LATIN AMERICAN BERBERIAN INSTITUTE (LAIB)	L-13
46	ELECTRICAL AND COMPUTER ENGINEERING/CENTENNIAL LIBRARY (EECE)	J-16	168	BUREAU OF BUSINESS AND ECONOMIC RESEARCH DATA BANK (DATA)	M-13
48	DANE SMITH HALL (DSH)	K-14	171	SOUTHWEST HISPANIC RESEARCH INSTITUTE AND CHICANO STUDIES (SHRI)	K-12
51	UNIVERSITY HOUSE (UNIVH)	L-14	172	LOMAS PARKING STRUCTURE	O-13
53	ZIMMERMAN LIBRARY (ZIMM)	L-15	175, 175A	ARMY ROTC (ARMY)	K-12
55	COLLABORATIVE TEACHING AND LEARNING BUILDING	M-14	178	UNM RESIDENT THEATRE GROUP (TRICKLOCK)	J-12
56	MESA VISTA HALL (MVH)	N-16	182A, B, C	LATIN AMERICAN DATA BASE AND LATIN AMERICAN OUTREACH	L-12
57	ECONOMICS (ECON)	M-14	183	JOHN AND JUNE PEROVICH BUSINESS CENTER	J-11
58	HOKONA HALL (ZUNI-OFFICES, ZIA-DORMITORY) (HOKW)	N-14	184	COUNSELING, ASSISTANCE AND REFERRAL SERVICE (CARS)	K-12
59	JOHNSON CENTER (JOHNS)	N-17	185	CENTER FOR SCIENCE, TECHNOLOGY, AND POLICY	K-12
60	STUDENT UNION BUILDING (SUB) (NMU)	M-16	187	EXTENDED UNIVERSITY	K-13
61	SANTA CLARA HALL DORMITORY	O-14	190	UNM PUBLIC EVENTS / POPEJOY	K-13
62	CENTER FOR THE ARTS (POPEJOY, KELLER HALL, FINE ARTS MUSEUM) (CTRART)	M-17	191	HOUSE OF PREVENTION EPIDEMIOLOGY (HOPE)	K-13
64	TECHNOLOGY & EDUCATION CENTER (TECH)	N-14	192	PSYCHOLOGY CLINIC / AGORA CRISIS CENTER (PSYC)	K-13
65	TRAVELSTEAD HALL (TRAV)	M-14	193A-E	REDONDO VILLAGE STUDENT RESIDENCES	P-16
66	SIMPSON HALL (SIMP)	N-14	195	GEORGE PEARL HALL (PEARL)	N-17
67	EDUCATION CLASSROOMS (EDUC)	M-15	198	PARKING STRUCTURE / PARKING & TRANSPORTATION SERVICES	M-17
68	MASLEY HALL (MASLEY)	N-15			
69	KIVA (KIVA)	N-15			
70	MANZANITA CENTER (MANZ)	N-15			
71	SANTA ANA HALL (DORMITORY)	P-15			
73	STUDENT HEALTH CENTER AND UNDERGRADUATE STUDIES (SHC)	M-16			
74	LAGUNA HALL (DORMITORY) (LAGUNA)	O-14			
75	DEVARGAS HALL (DORMITORY) (DEVARG)	O-14			
76	ANDERSON SCHOOL OF MANAGEMENT (ASM)	M-14			
77	LA POSADA DINING HALL	O-14			
78	SOCIAL SCIENCES (SSCO)	M-14			
79	ORTEGA HALL (ORTG)	L-15			
81	HUMANITIES (HUM)	L-15			
82	WOODWARD LECTURE HALL (WOOD)	L-16			
83	CONSORTIUM FOR ENVIRO. RESEARCH, INFORMATICS & ART (CERIA)	L-16			
84	ART (ART)	L-16			
85	UNIVERSITY ADVISEMENT & ENRICHMENT CENTER (UAEC)	N-15			
87	ANDERSON GRADUATE SCHOOL OF MANAGEMENT / PARISH LIBRARY (GSM)	M-13			
88, 89, 90	STUDENT RESIDENCE CENTER (SRC)	O-15			
91 - 94	CASAS DEL RIO	O-15			
102	BOOKSTORE	M-17			
103	HODGIN HALL (HODGIN)	J-17			
104	SARA RAYNOLDS HALL (SARAR)	K-17			


POINTS OF INTEREST

ADVISEMENT & ENRICHMENT (BLDG #65)	N-15
EXPERIMENTAL THEATRE (CENTER FOR THE ARTS - BLDG #62)	M-17
FINE ARTS LIBRARY (GEORGE PEARL HALL - BLDG #195)	N-17
GEOLOGY MUSEUM (NORTHROP HALL - BLDG #24)	K-16
GREENHOUSE CONSERVATORY (CASTETTER HALL - BLDG #21)	K-17
HUMAN RESOURCES (JOHN AND JUNE PEROVICH BUSINESS CENTER - BLDG #183)	J-11
JONSON GALLERY (CENTER FOR THE ARTS - BLDG #62)	M-17
KELLER HALL (CENTER FOR THE ARTS - BLDG #62)	M-17
MASLEY HALL ART GALLERY (BLDG #68)	N-15
MAXWELL MUSEUM (ANTHROPOLOGY - BLDG #1)	J-14
METEORIC MUSEUM (NORTHROP HALL - BLDG #24)	K-16
POPEJOY HALL (CENTER FOR THE ARTS - BLDG #62)	M-17
RODEY THEATRE (CENTER FOR THE ARTS - BLDG #62)	M-17
SOMMERS GALLERY (ART - BLDG #84)	L-16
TAMARIND INSTITUTE GALLERY (TAMARIND INSTITUTE - BLDG #162)	N-18
UNM ART MUSEUM (CENTER FOR THE ARTS - BLDG #62)	M-17
WELCOME CENTER (BLDG #198)	M-17

 HOSPITAL

 LIBRARY

 PARKING

 INFORMATION

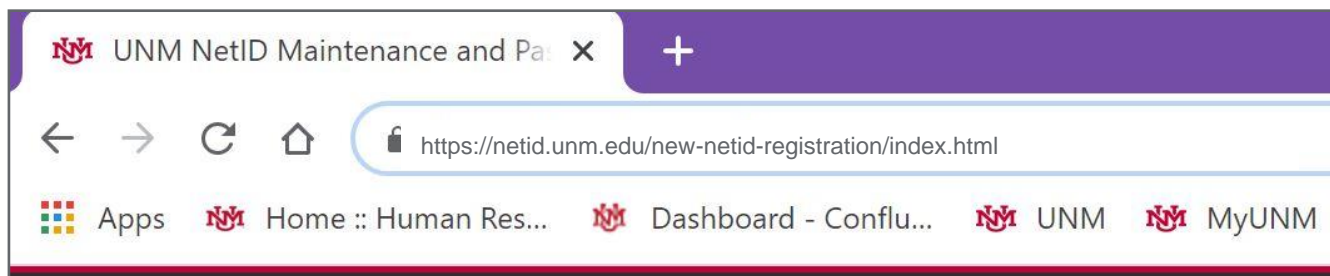
 FOOD/DINING

Creating a NetID

The UNM NetID is a login ID that is used to access a variety of systems on campus including LoboMail, myUNM, and Learning Central. The University uses a multi-factor authentication (MFA) called Azure to verify your identity with your NetID. For general information on Azure and how it works, visit the Fast Info page at

https://unm.custhelp.com/app/answers/detail/a_id/7823/kw/mfa .

- Open any browser and go to: netid.unm.edu/new-netid-registration/index.html



- Select “UNM NetID Registration.”
- The following will page will display.
- Enter your Banner ID, Birthdate, and First Name and Last Name in the appropriate fields.
- Click on the **I agree** button.

THE UNIVERSITY OF NEW MEXICO

New NetID Creation

To create your NetID, you will have to provide your Banner ID and birth date, and must also agree to the UNM policy for use of computer accounts.

Banner ID *
Enter your Banner ID Here
Enter your nine digit UNM ID number on your LoboCard.

Birth Date *
Enter Your Birthdate Here
mm/dd/yyyy

Read The Policies And Accept
By completing this form, I agree to be bound by UNM policy on [Acceptable Computer Use \(Policy Number 2500\)](#).

I also agree to the following conditions.

- I will be held responsible for any use of this computer account
- I will not use the computer account for any commercial purpose
- I will not use the computer account to engage in any form of illegal software copying, or any other copyright infringement (including the illegal downloading of copyright music and video)
- I will not attempt to access accounts, files, or information belonging to others without their knowledge and consent
- I will not willfully use my computer account to harass other computer users
- I will not use the computer account in such a way as to violate state or federal law, or any UNM policy.

I understand that failure to comply with this agreement may result in sanctions against me, including removal of the account and disciplinary action, and may subject me to criminal penalties.

First Name *
Enter Your First Name Here

Last Name *
Enter Your Last Name Here

Click "I Agree and Submit"

- **Confirm Your Identity:** The following page will display. Some of your information will auto-populate. Select a NetID following the requirements listed. Complete your mobile number and enter a non-UNM email. These will be used to help verify and access your account in the future.

- **Choose a Password:** - Select and confirm your password using the standards below. For more information on valid NetID passwords, visit [FastInfo](#).

- **Create Your Security Questions-** These will be used to help verify your account in the future and must be completed before you can proceed.

Password must have at least 1 uppercase letter(s)
 Password will be checked for triviality
 Password will be checked against the password dictionary.
 Password will be checked against your account attributes.
 Password cannot contain subword of 3 character length from your display name
 Password cannot contain subword of 3 character length from your account id
 Password can contain these special characters: !"#%&'()*+,-./:;<=>?@[]^_{}~

Verification Questions

Questions that will be used to verify your identity when you have forgotten your password.

Security Question *

In what city does your nearest sibling live?

Answer *

Security Question *

Answer *

Security Question *

Answer *

Security Question *

Answer *

Create your security questions. These will be used in the future to help verify the account.

*Note: All of them must be completed in order to move forward.

Click "I Accept and Submit"

- Click "I Accept and Submit"

WELCOME TO THE PACK!