New Employee Starter Guide

New Employee Experience

New Employee Starter Guide
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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 information is designed to ensure that your UNM career kicks off as smoothly as possible and to help you embark on your new position. Be sure to check with your supervisor for any additional requirements beyond the New Employee Experience (NEE).

As you begin your career journey, please be sure to review the following checklist. You may also access all of your NEE materials and information on the New Employee Experience website, so we encourage you to revisit the website as a reminder of the steps you need to take in your first three months of employment.

Questions? Contact UNM Engagement & Organizational Development at eod@unm.edu or visit our website at hr.unm.edu/eod.

YOUR LOBO JOURNEY

Below are the three components of your new employee orientation process.
These three components will include the information you need for successful onboarding at UNM.

- ☐ Complete the "Your Lobo Journey" modules located at newemployee.unm.edu.
- ☐ Attend a New Employee Experience Information Session. Details on how to access a session are located on the NEE website.
- ☐ Keep this Starter Guide handy to reference during your first few months of employment.

NEW EMPLOYEE CHECKLIST

Below is a checklist of steps you need to take to become a successful Working Lobo.
Complete this checklist along with your Lobo Journey.

BEFORE YOU ARRIVE

- ☐ Sign your offer letter. Contact your hiring manager if you have questions about your onboarding process.
- ☐ Complete any additional employment forms.
- ☐ Review the UNM benefits page to understand your options and deadlines.

YOUR FIRST DAY

- ☐ Complete "Your Lobo Journey" modules. This is an important component of your onboarding experience and should be completed before your New Employee Information Session.
- ☐ Attend a New Employee Information Session. These sessions are offered virtually. Visit the New Employee website for details.
- ☐ Create your NetID. Visit netid.unm.edu for more information. UNM HSC employees will need an HSC NetID and will need both to access various UNM systems. Visit HSC.ID for more details.
- ☐ Set up your Direct Deposit. Visit the Payroll website for more details.
- ☐ Update your W4 if needed. Visit the Payroll website for more details.
- ☐ Consent to receiving your W2 electronically. Visit the Payroll website for more details.
- ☐ Get your Employee ID. Obtain your LoboCard and your HSC badge, if applicable.
- ☐ Need an office key? Obtain authorization from your supervisor and check out your keys through the Lock Shop. (Branch campuses, please check with your supervisor.)

YOUR FIRST WEEK

- ☐ Get a permanent parking permit. Visit the Parking and Transportation website.
- ☐ Update your worksite address and any personal contact information in the Demographic Self Service Portal through LoboWeb.
- ☐ Complete your department's orientation

YOUR FIRST MONTH

- ☐ Complete your mandatory training through Learning Central. Mandatory training must be completed in your first 30 days of employment.
- ☐ Complete any additional department-specific trainings required.
- ☐ Enroll in your UNM Benefits! You have up to 60 calendar days to enroll.

YOUR FIRST THREE MONTHS AND BEYOND

- ☐ Familiarize yourself with all the resources and opportunities available to you as a Working Lobo, from recreational and fitness opportunities to continuing your education.
- ☐ Meet regularly with your supervisor for one-on-one performance discussions.
- ☐ Meet with your supervisor for your six-month performance evaluation.

New Employee Virtual Information Session Agenda

You are required to attend the virtual New Employee Information Session that occurs every **Wednesday morning from 9 to 10:15 a.m.** If the Wednesday falls on a holiday, you will attend the following week's session. Go to this Zoom meeting link to attend https://unm.zoom.us/j/94004377327 (Password: UNMNEE).

Every Wednesday from 9 to 10:15 a.m.		
Time	**Topic**	**Presented by:**
9 a.m.	Zoom Session Opens | Welcome | Housekeeping	EOD
9:10 a.m.	New Employee Experience: Steps for Successful Onboarding	EOD
9:15 a.m.	Get to Know UNM	EOD
9:30 a.m.	First Things First: A Checklist for Your Lobo Journey	EOD
9:45 a.m.	Departmental Introductions and Q & A	EOD HR Client Services UNM Payroll HR Benefits & Employee Wellness CARS Ombuds Parking & Transportation Services (PATS)
10:15 a.m.	Wrap Up | Final Questions |Acknowledgement of Attendance Form | Feedback Survey	EOD/New Employees

UNM Holiday Schedule

UNM 2024 Holiday Schedule

Martin Luther King	January 15
Memorial Day	May 27
Juneteenth	June 19
Independence Day	July 4
Labor Day	September 2
Thanksgiving Break	November 28-29
Winter Break	December 23, 2022 – January 2, 2023

UNM 2025 Holiday Schedule

Martin Luther King	January 20
Memorial Day	May 26
Juneteenth	June 19
Independence Day Observed	July 4
Labor Day	September 1
Thanksgiving Break	November 27-28
Winter Break	December 24, 2025 - January 2, 2026

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

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

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.

Payroll Department

As Of: October 29, 2024

Payroll Schedule can be found at https://payroll.unm.edu/mypay/pay-schedule.html

Employee Health Resources

Student Health and Counseling Services (SHAC)
505.277.3136
https://shac.unm.edu
https://hsc.unm.edu/lobocare/faq.html
SHAC is not just for students! SHAC offers a full-service pharmacy as well as over the counter medication and is open five days a week. Taking a trip? SHAC providers offer one-on-one consultations to make sure you have the appropriate immunizations and medications for a safe and healthy trip.

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.

LoboCare Clinic for Employees
505.272.8481
https://unmhealth.org/lobocare.html

LoboCare Clinic was established to meet the acute and episodic medical needs of employees of UNM and UNM Hospital as well as the spouses and dependents of these employees. All patients should have a Primary Care Provider (PCP) and see their PCP when possible.

Counseling and Referral Services (CARS)
505.272.6868
https://cars.unm.edu/index.html

Counseling, Assistance and Referral Services (CARS) is the Employee Assistance Program for the University of New Mexico and Health Sciences. Services include counseling on a wide range of issues such as anxiety, depression, relationship difficulties, stress, job burnout, coworker conflict, eldercare, parenting, alcohol and drug use, grief and loss, managing change and preparing for retirement. CARS provides services to assist faculty, staff, their significant others and UNM retirees from UNM Main and Branch Campuses.

UNM Staff and Faculty Wayfinder
https://wayfinder.unm.edu/

The Staff and Faculty Wayfinder helps university employees learn about the supportive services and reporting options available to them at UNM. We call it "the wayfinder" because through it, we seek to empower our colleagues to find their way to getting help. **There is no single pathway that is right for everyone.** Some people just want someone who can listen, while others want to engage in mediation or file a formal complaint. By exploring the pages on this site users can learn more about their options before deciding how they want to proceed.

Mental Health Resources
https://mentalhealth.unm.edu/

A collection of resources and contacts in the UNM community related to mental health.

UNM ORGANIZATIONAL AND LEADERSHIP TEAM

UNM ORGANIZATIONAL AND LEADERSHIP TEAM

The University of New Mexico Board of Regents

University President
Garnett S. Stokes

Health Sciences Center	Office of the Provost	Finance & Administration
Michael Richards, MD MPA	Dr. James Holloway	Teresa Costantinidis
Executive Vice President, HSC	Provost and Executive Vice President	Executive Vice President
CEO of the UNM Health System	of UNM Academic Affairs	Finance and Administration

HEALTH & HEALTH SCIENCES ORGANIZATIONAL AND LEADERSHIP TEAM

HEALTH & HEALTH SCIENCES ORGANIZATIONAL AND LEADERSHIP TEAM

UNM President
Garnett S. Stokes

Health Sciences Center
Michael Richards, MD, MPA
Executive Vice President for HSC and
CEO of the UNM Health System

HSC Leadership

Michael Richards, MD, MPA
Sr. Vice President for Clinical Affairs

Hengameh Heidarian-Raissy, Pharm.D.
Vice President for Research

Shelly McLaughlin, MS, EMT-I
Interim Vice President for Academic Affairs, HSC

Valerie Romero-Leggott, MD
Vice President and Executive Diversity, Equity & Inclusion Officer, HSC

Arthur Kaufman, MD
Vice President for Community Health

Clinical Operations Leadership

Michael Richards, MD, MPA
Sr. Vice President for Clinical Affairs

Kathleen Becker, JD, MPH
CEO, UNM Hospitals

Gary Mlady, MD
Interim CEO and President, UNM Medical Group

Jamie Silva-Steele, RN, BSN, FACHE
President and CEO, Sandoval Regional Medical Center

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

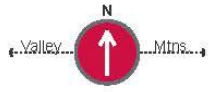| Police Officer's Association Bargaining Unit	United Staff-UNM Bargaining Unit	
Covered Titles	**UNM Education Support Unit Job Titles**	
Detectives	ACADEMIC ADVISOR	COORD PURCHASING
Patrol Officers	ADMIN ASSISTANT II	COORO RECREATIONALSERVICES
Corporals	ADMIN ASSISTANT III	COORD RECRUITMENT SVS
Sergeants	ADMIN ASST TO ATHLETIC DIRECTOR	COORD RECYCLING
Contact Information	ADMISSIONS OFFICER	COORD REGISTRATION
Rep. Name	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
Address	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
	UNM OFFICEOFTHEMEDICAL INVESTIGATOR(OMI)	
	Unit Job Titles	
	MORPHOLOGY TECHS	DEPUTY MEDICAL INVESTIGATORS
	SR MORPHOLOGY TECHS	SR DEPUTY MEDICALINVESTIGATORS
	Contact Information	
	Rep Name	**Rep. Title**
	Doris Williams	President
	Lois Kennedy	Educational Support Vice President
	Janice Blevins	OMI Unit Vice President
	Address	
REV: 08/21/2020	USUNM Union, Local 6155	Email: unitedstaffunm @gmail.com
	PO Box 27278	
	Albuquerque, NM 87125	

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 EntryOperator 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 Pres ident
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 EquipTech	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 ServiceWorker	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	St aff
Baker	Electrician I	Records Mgmt Clerk	Campus Security Officer	Benjamin Borman	Steward
Cook	HVACTech 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 11/ Welding	Accounts Payable Clerk	Prodn Publishing Systems Tech		
Food Svc Site Operator	Plumber I	Accounts Receivable Clerk	**GRADE 8**		
Greenskeeper	Structural Tech 11	Admin Assistant I	Med. Transcription Editor		
Lead Mover	Senior Irrigation Tech	Data Entry Operator 11	**GRADE 9**		
Lead Roofer	Utility Plant Tech (Pre-Certified}		LPN	**Address and Phone Numbers**	
Lead Turf Tech	**GRADE 9**		Medical Abstractor	CWA Local 7.076	
Light Equipment Operator	Master Cert Auto Tech		Sr. Med. Transcription Editor	460 St Michael's Drive, Suite 1000	
Senior Baker	Master Metals Tech			Santa Fe, NM 87505	
Senior Cook	Master Structural Tech				
Trades Tech Helper	Taos Sr. Campus Services Assistant			{505) 955-8534 office	
Turf Equip Tech	Utility Plant Mechanic I			(505) 983-1867 fax	
Taos Campus Services Assistant	Utility Plant Tech I				
GRADE 6	**GRADE 10**				
Heavy Equipment Operator	Electrician II				
Irrigation Tech	HVACTech 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			REV: 08/21/2020	

CENTRAL CAMPUS MAP

SCALE
500 ft

N

Valley — Mtns

Legend

- 🛈 Visitor / Info Center
- **99** UNM Building
  See Campus Building List for building No.
- **99** Student Housing
- 🍴 Food Services
- 📕 UNM Campus Library
- **H** Hospital
- **P** Parking Structure
- **P** Metered Parking
- P/C — Surface Parking Lot / Permit Type Required
- G,C ZIA (S) UNM Parking Shuttle

Campus Index Map

Indian School
NORTH CAMPUS
Roma
Lomas
CENTRAL CAMPUS
Central
CNM
Avenida Caesar Chavez
SOUTH CAMP.
I-25
University
Yale
1.2 mi / 1.9 km
1.0 mi / 1.6 km
2.3 mi / 3.7 km

Map labels (buildings and features)

146, 147, 183, 178, 184, 182B, 182C, 185, 171, 187, 190, 191, 192, 11, 42, 20A, 48, 26, 20, 44, 29, 10, 51, 57, 78, 55, 64, 65, 66, 67, 68, 69, 70, 85, 56, 73, 59, 46, 112, 116, 14, 12, 22, 24, 83, 82, 79, 81, 35, 119, 34, 21, 9, 115, 104, 105, 103, 121, 122, 123, 125, 126, 127, 128, 129, 120, 102, 195, 158, 162, 198

274, 204, 220, 203, 183, 175, 175A, 207, 249, 289, 248, 234, 266, 299B, 299C, 246, 225, 268, 247, 205, 215, 228, 229, 253, 211, 264, 201, 226, 232, 235A, 227, 235, 269, 286, 144, 152, 150, 168, 149, 160, 194, 167, 159, 151, 165, 58, 79, 74, 77, 61, 88, 89, 91, 92, 93, 94, 157, 156, 155, 140, 172, 153, 176, 87, 76, 53

Physical Plant Dept.
John & June Perovich Business Center
Lomas BLVD
Camino de Salud
Physics and Astronomy
Patient Parking
University Hospital 235
Reginald Heber Fitz Hall 211
Barbara & Bill Richardson Pavilion 286
Information Technologies Building
Parking Structure 172
Police (Admin.)
University House
Dane Smith Hall 48
Economics
Social Sciences
Anderson School of Management
Scholes Hall
Duck Pond
Zimmerman Library 53
Maxwell Museum
Alumni Memorial Chapel
Mitchell Hall
Smith Plaza
Cornell Mall
Cason Square
University Advisement & Enrichment Center
La Posada Dining Hall
Tennis Courts
STUDENT HOUSING
Redondo CT
Carlisle Gym
Centennial Engineering 112
Student Union 60
Mesa Vista Hall
Student Health
Hodgin Hall
Tight Grove
Art Annex
Art 84
Pais Hall
Center for the Arts 62
City of Albuquerque Reservoir
Johnson Gym 59
Johnson Field
Bookstore 102
George Pearl Hall 195
Parking Services
Parsons Grove
Yale Park
Albuquerque International Sunport
Fire Station
A, B, C, D, E
193

Streets
University BLVD, Lomas BLVD, Roma AVE, Las Lomas RD, Redondo RD, Central AVE, Copper AVE, Frontier AVE, Revere PL, Roma AVE, Girard BLVD, Vassar DR, Campus BLVD, Yale Mall, Yale BLVD, Mesa Vista, Sigma Chi, Las Lomas, Buena Vista, Terrace, Girard PL, Monte Vista

I-40
I-25
NM Rail Runner
CNM 1.0 mi / 1.6 km
South Campus 1.0 mi / 1.6 km
CNM 0.4 mi / 0.6 km

Parking shuttle labels: M,G,Q ATC; SOUTH
Parking lots: P T, P M, P GC, P J, P Y, P S, P C, P D, P A, P B, P R, P E, P Admin

Bldg #	BUILDING NAME	GRID
2	ENGINEERING AND SCIENCE COMPUTER POD (ESCP)	J-16
4	ELIZABETH WATERS CENTER FOR DANCE AT CARLISLE GYMNASIUM (CARL)	K-16
8	BANDELIER HALL EAST (BANDE)	J-15
9	MARRON HALL (MARN)	K-17
10	SCHOLES HALL (SCHL)	K-14
11	ANTHROPOLOGY (ANTHO)	J-14
12	ANTHROPOLOGY ANNEX (ANTHX)	J-16
14	SCIENCE & MATHEMATICS LEARNING CENTER (SMLC)	J-15
15	HIBBEN CENTER FOR ARCHAEOLOGY RESEARCH (HIBB)	J-15
16	BANDELIER HALL WEST (BANDW)	J-15
19	BIOLOGY ANNEX (BIOANX)	K-16
20	INTERNAL AUDIT	K-14
20A	608 BUENA VISTA DR. N.E.	K-14
21	CASTETTER HALL (CAST)	K-17
22	CLARK HALL (CLARK)	K-15
23	MITCHELL HALL (MITCH)	K-15
24	NORTHROP HALL (NTHP)	K-16
25	ALUMNI MEMORIAL CHAPEL (ALUMNI)	J-15
26	UNM PRESS & OFFICE OF RESEARCH	J-14
29	DISPUTE RESOLUTION (DISP)	K-14
34	LOGAN HALL (LOGAN)	J-17
35	REGENER HALL (REGH)	J-16
42	EQUAL OPPORTUNITY PROGRAMS (EOP)	J-14
44	THE WHITE HOUSE	J-13
46	ELECTRICAL AND COMPUTER ENGINEERING/CENTENNIAL LIBRARY (EECE)	J-16
48	DANE SMITH HALL (DSH)	K-14
51	UNIVERSITY HOUSE (UNIVH)	L-14
53	ZIMMERMAN LIBRARY (ZIMM)	L-15
55	COLLABORATIVE TEACHING AND LEARNING BUILDING	M-14
56	MESA VISTA HALL (MVH)	N-16
57	ECONOMICS (ECON)	M-14
58	HOKONA HALL (ZUNI-OFFICES, ZIA-DORMITORY) (HOKW)	N-14
59	JOHNSON CENTER (JOHNS)	N-17
60	STUDENT UNION BUILDING (SUB) (NMU)	M-16
61	SANTA CLARA HALL DORMITORY	O-14
62	CENTER FOR THE ARTS (POPEJOY, KELLER HALL, FINE ARTS MUSEUM) (CTRART)	M-17
64	TECHNOLOGY & EDUCATION CENTER (TECH)	N-14
65	TRAVELSTEAD HALL (TRAV)	M-14
66	SIMPSON HALL (SIMP)	N-14
67	EDUCATION CLASSROOMS (EDUC)	M-15
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

Bldg #	BUILDING NAME	GRID
105	ART ANNEX (ARTX)	J-17
112	CENTENNIAL ENGINEERING CENTER (CENT)	J-16
115	COMMUNICATION AND JOURNALISM (COMMJ)	K-17
116	FORD UTILITIES CENTER	J-15
119	FARRIS ENGINEERING CENTER (FEC)	J-17
122	MECHANICAL ENGINEERING (MECH)	I-17
123	MATTOX SCULPTURE CENTER (MATTOX)	H-17
125		I-17
126	HIGH PERFORMANCE COMPUTING / ART, RESEARCH, TECH & SCI LAB	H-17
140	HUBER HOUSE	P-14
144	YALE PARKING STRUCTURE	L-13
149	UNM INFORMATION ASSURANCE PROGRAMS	M-13
150	INSTITUTE FOR SOCIAL RESEARCH (ISR)	L-13
151	NAVAL SCIENCE (NAVAL)	L-13
152	JONSON GALLERY/RWJF (JONGAL)	L-13
153	INFORMATION TECHNOLOGIES BUILDING (ITB)	P-13
155	CORONADO HALL (DORMITORY)	P-16
156	ONATE HALL (ONATE)	Q-15
157	ALVARADO HALL (DORMITORY) (ALVRDO)	P-15
158	ROBERT HARTUNG BUILDING (HART)	N-18
159	AEROSPACE STUDIES BUILDING (AERO)	I-12
160	UNIVERSITY CLUB (UCLUB)	M-13
162	TAMARIND INSTITUTE	N-18
165	LATIN AMERICAN/IBERIAN INSTITUTE (LAII)	L-13
168	BUREAU OF BUSINESS AND ECONOMIC RESEARCH DATA BANK (DATA)	M-13
171	SOUTHWEST HISPANIC RESEARCH INSTITUTE AND CHICANO STUDIES (SHRI)	K-12
172	LOMAS PARKING STRUCTURE	O-13
175, 175A	ARMY ROTC (ARMY)	K-12
178	UNM RESIDENT THEATRE GROUP (TRICKLOCK)	J-12
182A, B, C	LATIN AMERICAN DATA BASE AND LATIN AMERICAN OUTREACH	L-12
183	JOHN AND JUNE PEROVICH BUSINESS CENTER	J-11
184	COUNSELING, ASSISTANCE AND REFERRAL SERVICE (CARS)	K-12
185	CENTER FOR SCIENCE, TECHNOLOGY, AND POLICY	K-12
187	EXTENDED UNIVERSITY	K-13
190	UNM PUBLIC EVENTS / POPEJOY	K-13
191	HOUSE OF PREVENTION EPIDEMIOLOGY (HOPE)	K-13
192	PSYCHOLOGY CLINIC / AGORA CRISIS CENTER (PSYC)	K-13
193A-E	REDONDO VILLAGE STUDENT RESIDENCES	P-16
195	GEORGE PEARL HALL (PEARL)	N-17
198	PARKING STRUCTURE / PARKING & TRANSPORTATION SERVICES	M-17

POINTS OF INTEREST

ADVISEMENT & ENRICHMENT (BLDG #85)	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 #11)	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

**H** HOSPITAL   LIBRARY   **P** PARKING   **i** 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
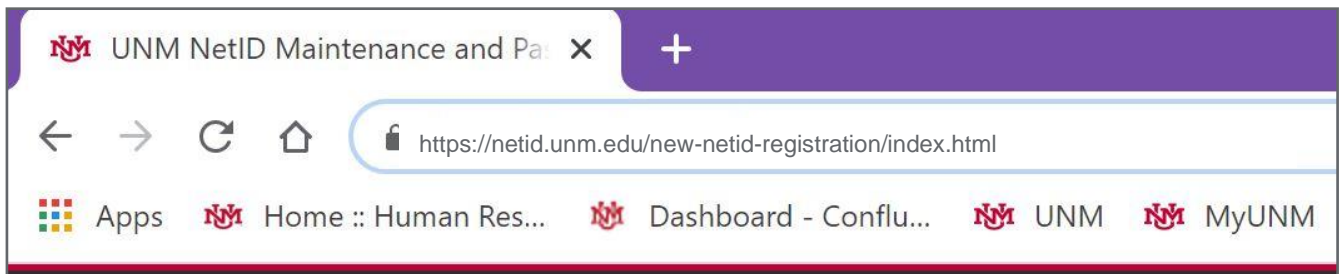
- Select "UNM NetID Registration."
- The following will page will display.
- Enter your Banner ID, Birthdate, and First Name and Last Name in the appropriate fields.
- Click on the **I agree** button.
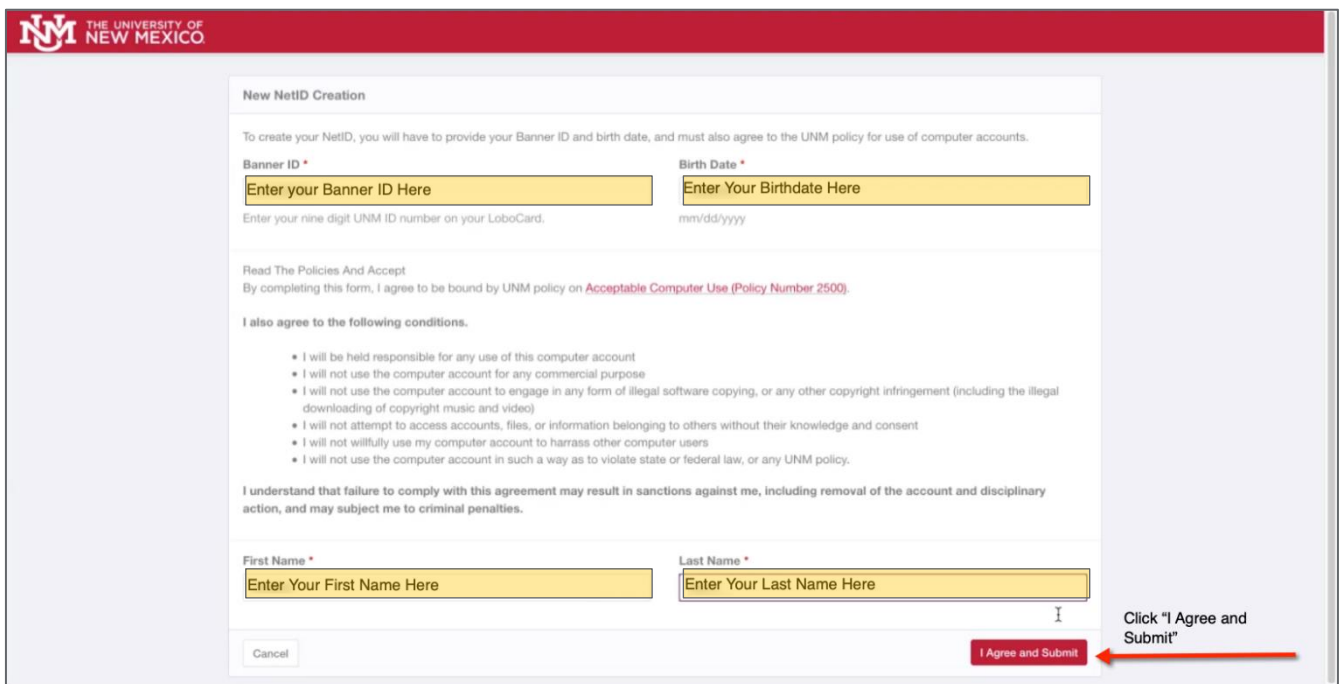
- **Confirm Your Identity:** The following page will display. Some of your information will auto-populate. Select a NetID following the requirements listed. Complete your mobile number and enter a non-UNM email. These will be used to help verify and access your account in the future.

- **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.

- **Click "I Accept and Submit"**

WELCOME TO THE PACK!