Welcome to Boston College! This checklist is intended to highlight important information and actions you need to take in preparation for your start, including your first few months here at the University. We are happy to welcome you as part of the BC community!

Your First Week

- Follow up with your manager regarding your first day of work and schedule
- Visit Student Services in Lyons to obtain your EagleID and parking pass
- Access the Agora portal to confirm/review/change your contact information and privacy preferences
- Ask your Technology Consultant (TC) for assistance with computer log-in, phone, printer set up and other office equipment
- Set up your email signature, settings and password in Gmail and phone greeting and password. Your Gmail password must be different from your BC login password.
- Review departmental organizational chart
- Familiarize yourself with campus including parking. Visit our Transportation website
- Familiarize yourself with your office area and department

Your First Three Months

- Meet with your manager to discuss goals and expectations – ongoing process
- Discuss performance management process with manager
- Complete necessary training (Data Security, Title IX and Harassment training)
- Sign up for BC 101 (www.bc.edu/bc101) – A series of sessions to help introduce you to the BC culture and community.
- Subscribe to BC communications to learn more about campus life
  - @BC – for the BC Bulletin, podcasts and other publications
  - Boston College Magazine – for news, social media on campus and media guides
  - The BC Beat (Student Affairs) – for information on student life
  - Arts Council – to learn about upcoming events
  - Church in the 21st Century – to learn about the organization and special events
- If you are interested in seeing the campus, sign up for a campus tour through the Admissions office
- Identify learning and professional development opportunities through The Office of Employee Development, Office for Institutional Diversity, Information Technology or University Mission & Ministry
- Attend New Employee Luncheon (you will receive an invitation from the Office of Employee Development)