Welcome to Boston College! This checklist is intended to highlight important information and actions you need to take in preparation for a successful 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 your contact information and privacy preferences
- Complete necessary training (Data Security, Title IX and Harassment training)
- 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.
- Familiarize yourself with the campus, including parking. Visit our Transportation website
- Familiarize yourself with your office area and department
- Begin daily practice of reading BC Update to find out what’s happening across campus

**Your First Three Months**

- Complete a brief survey regarding your onboarding experience
- Meet with your manager to discuss goals and expectations – ongoing process
- Discuss performance management process with manager
- 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
  - Subscribe to the student newspaper, *The Heights*
- If you are interested in seeing the campus, sign up for a campus tour through the Undergraduate Admission office
- Identify learning and professional development opportunities through The Office of Employee Development, Office for Institutional Diversity, Information Technology and University Mission & Ministry
- Attend New Employee Luncheon (you will receive an invitation from the Office of Employee Development)