

# Welcome

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!

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## 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](http://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 21<sup>st</sup> 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)