Checklist: What To Have Done Before You Get Here

☐ Paychecks: Turn in your Pay Plan and Declaration of Tax Status Forms well in advance of your arrival so you can get paid promptly.

☐ Disabilities/Special Needs: Please let us know if you have any disabilities or special needs that will be taken into account in locating housing or office space.

☐ Surge Protectors: It is recommended that you bring a surge protector to protect your computing equipment against any power surges. Be careful not to purchase a power strip, as they do not provide any protection. A good rule of thumb is to buy one that is clearly labeled either Surge Protector or Suppressor, and has a UL 1449 or UL 497A rating.

☐ Shipping of Books: If you wish to ship books, papers, etc. for use in your office, you can address them to yourself at the Humanities Center and send them in advance. Please limit shipments to research and work material only (not clothes or household items) as we have very limited storage space at the Center.

☐ Taxes: Get informed about paying US and State of California taxes. Stanford staff are not allowed to provide tax advice; we encourage you to seek advisors or pay for services if you have any questions about personal tax issues.

☐ Get Informed About Local House Hunting: As a residential Center it is important to us that Fellows live in close proximity to the Stanford campus. Please refer to the section, “About Local Housing,” for resources.

☐ Daycare/School Enrollment: Because the waiting lists for childcare centers are long, we strongly recommend that you register your child early in one of the campus centers in order to be able to enroll him/her upon arrival in the fall. The WorkLife Office at Stanford provides comprehensive information on childcare in the area as well as public and private schools. They can be contacted at: http://www.stanford.edu/dept/ocr/worklife/ or at 650-723-2660.
Checklist: What To Do Immediately

- **Office keys and Orientation Packet**: When you arrive, see Gwen Lorraine (at the desk in the main foyer) to pick up your office keys and orientation packet. This packet contains the Humanities Center orientation schedule, your Visiting Scholar ID Card, passwords and information for setting up your Stanford email account and office voicemail, and other useful information.

- **Office Voicemail**: Initialize the voice mailbox for your office phone. Instructions are in your orientation packet. You should have received your office phone number when you received your office assignment; it is also listed in the directory in your orientation packet.

- **Insurance for Fellows' Own Computers**: We strongly recommend that fellows get insurance and/or a lock for their own computers. (Your homeowners or personal effects insurance policy will sometimes cover your computer). Only Stanford-owned equipment can be registered under Stanford's insurance policy, so fellows need to make their own arrangements for computer security.

**External Fellows Only:**

- **SUNet ID / Leland (email) Account**: A SUNet ID (Stanford University Network Identifier) provides access to the Stanford University computing network (SUNet) and its services. The SUNet ID, also known as a Leland account, serves as the fellow’s username to check email, FTP and access other services on the Stanford network. To get your SUNet ID up and running, you need to:


  2. Read and sign the form “Computer Usage Policies for Sponsored SUNet Ids / Leland Accounts” (Appendix G in this manual); return it to the Fellowship Administrator.

  3. Get your SUNet ID from the Orientation Packet (from Gwen); then log in and change your password online at [http://stanfordyou.stanford.edu](http://stanfordyou.stanford.edu).

- **Long Distance Phone Access Number**: Make sure your orientation packet contains a “Confidential” memo from Communication Services with your long distance access code number. Please do not share this number with anyone, and file it in a safe place, as you will need it to make toll-calls from campus phones.
Checklist: What To Do Your First Week Here

☐ Parking Permit: If you will be parking on campus, you will need to purchase a parking permit (Stanford ID required). Parking permits are purchased from Parking and Transportation Services (340 Bonair Siding--off Campus Drive across from the gas station, near the intersection of Campus Drive and Serra Street) Prices are posted on their website: http://bontemps.stanford.edu/transportation/

☐ Bicycle Registration: Bicycles also must be registered with Parking and Transportation Services (the registration fee is $3.50); you will need to provide them with the wheel size, frame size, bike model and serial number.

☐ Computer Data Backup: We suggest that you backup your data prior to your computer set-up appointment.

☐ Local Contact Information: Update your local contact information (address and telephone number) with Gwen.

External Fellows Only
☐ Library Cards: Upon arrival, External Fellows receive a Stanford identification card (Visiting Scholar card) for securing library, athletic and other university privileges. Fellows should take this card, along with a copy of the offer letter or list of fellows, to the Privileges Desk at Green Library. PLEASE MAKE SURE THEY GIVE YOU A FACULTY (NOT AN ASSOCIATE) LIBRARY CARD. This will enable you to borrow materials for the term of your appointment (i.e., through August 31, 2004), request materials through Inter-library Loan (use the Library’s FASTBOOK service), and apply for and receive a Stanford/UC Berkeley Library Cooperative Card. A courtesy (access-only) library card for your spouse or partner is also available. Take him or her with you to the Privileges Desk when you present your Visiting Scholar card.