

Welcome aboard and thank you for teaching classes at Stetson University. We would like to offer you some helpful instructions. Please let us know if you need any other information or resources. We are at your service! If you need syllabi or desk copies please contact dagreen@stetson.edu

1. ORDERING TEXTBOOKS FOR YOUR CLASSES

When you receive the syllabus, please order the books for your classes from that syllabus. These books are ordered through the bookstore. Please follow these steps:

To submit your adoptions via the bookstore website (<http://www.stetson.edu/administration/bookstore/>), click on Deland, then scroll down to the Faculty Services menu, and click Online Adoptions. You will be asked to login or register, and will be asked for a password. The password for our campus is 1221. Follow the instructions for ordering course materials. Billy is available to answer your questions with the course materials request process. He looks forward to receiving your requested materials and working together to help your students succeed in your course.

*If you have concerns please contact: Billy Enos
Phone: 386-822-8871
Email: 1221txt@follett.com*

Please order your books for your classes as soon as possible after you get your syllabus.

2. LIVETEXT

Livetest is an assessment tool used by the department for accreditation purposes. Certain classes are assessed each semester. Donna will send you a reminder if you are teaching a class that is scheduled to be assessed.

To register with a key code, go to <https://www.livetext.com> and click "REGISTER". Then click "REGISTER" under "Register Membership". Select "Faculty Member" and enter your 7 digit key code in the ENTER YOUR KEY CODE box.

For faculty code, please contact Debra Green.

3. COURSE EVALUATIONS

There are two forms of evaluation at Stetson. One is the formal University evaluation that you will be notified about on-line. The second is our departmental evaluation to receive feedback about the course. Evaluations are to be done at the end of each semester. If you are teaching in DeLand, Debra will give you course evaluations for your classes near the end of the semester. If you are teaching in Celebration, she will e-mail you a copy of the evaluation. Please print enough for your class. Once completed, put them into an envelope and contact Debra Green to make arrangements for turning them in.

4. STETSON E-MAIL

Once you receive your new Stetson e-mail you MUST change your password before attempting to login to your account as this is just a temporary password.

To change your password:

At the login screen at email.stetson.edu, there is an icon to the left of where it says “change your password”.

When setting your new password, please be aware that it will need to meet the following requirements:

- Password must be a minimum of 15 characters
- Password cannot contain your first, middle, or last name
- The password cannot be the same as the last five used passwords
- The password must now contain characters from three of the following four categories:
 - Uppercase characters
 - Lowercase characters
 - Base 10 digits (0 through 9)
 - Non-alphanumeric characters, for example: ~!@#\$%^&* _-+

This login information can be used for email, Blackboard, network access while on campus, and access to Stetson's intranet and library database.

To login to my.stetson.edu:

Simply type my.stetson.edu into the web browser

Use your same login credentials as mentioned above. This site is a One-Stop site with access to a variety of resources including records, financial aid, grades, library, blackboard and more. Blackboard and the Library database can be found under Resources. Email can be accessed in the upper right section of the screen.

Other Options:

To access your email:

Go to email.stetson.edu from a web browser

Electronic communications from Stetson University will be sent to your Stetson email account. It is imperative that you check this account regularly for important information from key campus offices, as well as password reset notifications. You may choose to forward your email from your Stetson account to your primary email address to ensure that you don't miss any important announcements or reminders.

5. TO ACCESS THE VIRTUAL LAB:

Go to <https://vlab.stetson.edu/> and click on the Install option. It will open a window with choices on which platform you are using. Select the platform for your computer and download. When it prompts for a server name, type in vlab.stetson.edu

It should then prompt for your login credentials. Use your same login credentials as mentioned above. This site is a One-Stop site with access to a variety of resources including records, financial aid, grades, library, blackboard and more.

If you have any questions, email helpdesk@stetson.edu or call the Helpdesk at 386-822-7217.

6. HUMAN RESOURCES

Please contact human resources 386-822-8710 to fill out all your important forms, which will include direct deposit information. Please do this as soon as possible as not to delay your salary checks from being automatically deposited.

7. I.D. Cards

You will need to obtain you I.D. card.

Please go to one-stop in Griffith Hall in the meal card office.

Important Contact Information:

Leila Roach

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Cell: 321-277-3572

Debra Green (Deland)

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386-822-7217