



**UNIVERSITY OF SOUTH ALABAMA  
COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES  
New Faculty Tasks to Complete**

This document describes the tasks that need to be completed by new full- and part-time faculty upon hire in the College of Education and Professional Studies (CEPS). Queries and/or requests for help should be directed to either the academic department or the dean's office.

- All new faculty (including part-time faculty) are required to complete a government I-9 Form and turn in to Human Resources with supporting documentation prior to the first day of employment. Federal and State of Alabama tax forms can be completed on line through PAWS. Forms are available at:  
<https://www.southalabama.edu/departments/financialaffairs/payroll/forms.html>
- Creating Jagmail, Jagnet, and PAWS Accounts. Your Jag number is required to create an account.
  - General information about JagNet, JagMail, and PAWS can be found by clicking on this link:  
<https://www.southalabama.edu/departments/financialaffairs/hr/resources/jagnetjagmailandpawsfornewemployees-universitygeneraldivision.pdf>
  - Request your faculty Jagmail/Jagnet accounts by clicking on the link:  
<https://www.southalabama.edu/services/jagnet/>
- Creating a Computer Logon Account.  
A computer logon cannot be created until the faculty's email address has been assigned. Navigate to <https://usahelp.southalabama.edu/logon.aspx?ReturnUrl=%2f>
  - Click on "Help with Computer or Telephone Issues"
  - Click on JagNet (Jagmail)
  - Login with your J# and your southalabama.edu email password
  - You will see a form like the one in the picture below. Take note of all the fields in the drop down boxes. These are the EXACT choices you will choose in order for the request to go to the correct people.

**Enter New Request**

Welcome to the USA Help system. Complete the information below and click Submit to enter a new request.

**User Information**

Name: Scott Pridgen JNum: J00124188  
Email: spridgen@southalabama.edu Phone: 251-380-2873

Employee Information: spridgen@southalabama.edu, 251-460-2873, UCOM 3400  
Management Sys Specialist I / CEPS Office of Media Services / Education

Student Information:

**Enter New Request**

**If this is an emergency please call 460-6161.**

Service Area:\* General University Tech Support (Not College Specific) ▾  
 Type:\* AD Creation/Change ▾  
 Location:\* University Commons ▾ Room:   
 Subject:\* Computer Account Creation FOAPAL:   
 Description:\* Request an Active Directory account by providing the name and J# of the new employee.

Please enter one problem per request.

(\* denotes required field)



## UNIVERSITY OF SOUTH ALABAMA

- The service Area should be General University Tech Support - NOT College of Education Tech Support.
- In the description box provide the employee name and J#, (email optional).
- You do not need to provide a FOAPAL or Room number.
- Questions – Contact Scott Pridgen in CEPS Technology Support at 251-380-2873 or [spridgen@southalabama.edu](mailto:spridgen@southalabama.edu).
- USAonline Fundamentals is USA's basic, five-part certification program that represents the minimum competencies required for using USAonline effectively for courses and collaborative projects. Access the training modules using the below link to USA online – the University of South Alabama's learning management system.  
<http://southalabama.edu/departments/ilc/usaonlinefundamentals.html>
- Consult the Innovation Learning Center (ILC) New Faculty Info webpage for help developing syllabi, courses, course materials, etc. at  
[https://www.southalabama.edu/departments/ilc/new\\_faculty.html](https://www.southalabama.edu/departments/ilc/new_faculty.html).
- Appointment to the Graduate Faculty (Graduate Faculty only) – Under the direction of the Department Chair, complete the Graduate Faculty Appointment Form using the following link:  
<https://www.southalabama.edu/departments/eforms/graduateschool/graduatefacultyapplicationform.pdf>
- Workplace Harassment Training - The University of South Alabama requires its employees to complete online learning courses that address prohibited discrimination, harassment, and sexual misconduct. Employees must complete these online learning courses when hired; and, at other specified times when the University requires. The two courses that are required are “Mosaic: Prevent Discrimination and Harassment Together” and “Mosaic: Prevent Sexual Violence Together”. Both courses must be completed by new employees within 30 days of employment. See <https://www.southalabama.edu/departments/financialaffairs/hr/hrtraining/>
- To access your Cybersecurity Awareness Training, please follow the below link. The Information Security office now offers SANS Securing the Human Cybersecurity training program that is conducted through the System Administration, Networking, and Security (SANS) Advanced Cybersecurity Learning Platform (ACLP) that provides the University community with the knowledge of how to uphold the confidentiality, integrity, and availability of both professional and personal data.  
<https://www.southalabama.edu/departments/csc/informationsecurity/cybersecuritytraining.html>
- Faculty Photo (Headshot) – Faculty photo and biographical profile are needed for the CEPS Faculty Directory Webpage – contact CEPS Office of Marketing and Communications – Amber Day at [amberbd@southalabama.edu](mailto:amberbd@southalabama.edu) or (251) 460-7091.
- University Picture ID Card. Bring a copy of your appointment letter for verification of employment to Human Resources; USA Technology & Research Park, Bldg III, Suite 2200; 650 Clinic Drive; 251-460-6133.



## UNIVERSITY OF SOUTH ALABAMA

- Faculty must purchase a faculty/staff parking permit regardless of what month they begin employment. Parking permits are valid November 1st through October 31st. Logon to:  
<https://www.southalabama.edu/departments/parkingservices/>
- Concur is a travel and expense management software system designed to automate the travel and expense process. Training is required prior to use. To sign-up for a “Concur Travel” training session logon to:  
<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/concur/index.html>  
[Note: This training must be completed prior to travel but does not need to be completed prior to the start of classes]
- Office and building access key requests are coordinated by the department secretary or department chair who should notify via email the office room number (and other building key needs) to the respective building key supervisor (UCOM – Scott Pridgen; HKS – Darrell Bumpers). Each faculty must sign-out the key(s) and is responsible for returning the key(s) to the building key supervisor upon separation of employment. By receiving this key(s), the key holder acknowledges responsibility for a lost key replacement fee while employed.
- For the latest health and policy information provided by USA Health, Faculty should consult the COVID Updates and Messages Page at  
<https://www.southalabama.edu/coronavirus/updatesandmessages.html>

**[Note: Some of the above tasks are also required of part-time faculty and should be completed as required]**

[Effective June 2019; Revised July 2019, August 2019, May 2021, September 2023]