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Who to Contact for What 1

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Benefits Information	Employee Services 303-860-4200, Opt. 3 EmployeeServices@cu.edu
Book Orders	Submit a request using the Purchase Request Form.
Business Cards	Visit Printing Services website. *You will need a speedtype for payment (consult supervisor).*
Catering Requests	Submit a request using the Purchase Request Form.
Conference Registration	Submit a request using the Conference Registration Form.
Contact Information (Update/Change)- ***includes emergency contact***	In the UCD Access Portal, go to **CU Resources** (if not your homepage already)> CU Resources Home (drop-down menu)>**My Info and Pay** > **My Info**.
Copier Code	SEHDFinance@ucdenver.edu
Direct Deposit (Update/Change)	Make changes to your direct deposit online. Instructions here.
Eco-Pass	Parking & Transportation Services 303-556-8385 777 Lawrence Way, 1st Floor
Emergency/Crime Reporting	Auraria Campus Police Anschutz Campus Police
Exam (or Desk) Copies	Faculty personally request exam (desk) copies directly from the publisher.
Expense Reimbursements **must have prior approval**	SEHDFinance@ucdenver.edu
ID Card / Badge	

(303)315-6331

Name Tag	To order a name tag, please contact Jillet Hurt (1145), jillet.hurt@ucdenver.edu, 303-315-8465					
Master Keys	**7th Floor** - Shakira Anderson (717), Front desk, and Tack Team (724) :**Tisup>br/sup>- Floor:** -- **Jillet Hurt (1145), Tricia Ball (1143)**[	**Office Furniture**	jillet.hurt@ucdenver.edu 303-315-8465			
Office Key	Submit a key request to jillet.hurt@ucdenver.edu Jillet will provide the office, # of keys needed, the person's first and last name, employee ID and a speedtype (only charged if the key is not returned).					
Office Supplies	Purchase Request Form **6th Floor** -In the mailroom (605) - the three cabinets underneath the mailboxes; also in the 6th floor meeting/work space across from the windows of classroom 646 - the three cabinets underneath the printer station. :**7Tisup>br/sup>- Floor :**The cabinets in the work/color copier area near faculty mailboxes (across from 717).: \\ :**11Tisup>br/sup>- Floor :**Storage Closet 1146 (next to Jillet's office).[	**Parking Garages**	Auraria Campus Parking (303)-556-2803[	**Parking Passport** Discounted parking on campus lots at discounted rates! (Parking & Transportation Services \\ 303-556-2803[	**Payroll Issues**	Faculty, contact Antonio.Agosto@ucdenver.edu, 303-315-8320 Staff, contact SEHD HR, sehdhr@ucdenver.edu
Room Reservation	Submit a request using the [[https://cu.emcloudservice.com/web/(Campus EMS Web App)]] \\ **You must have an EMS Account to do this.** If you do not already have an EMS account, you can request one on the EMS Homepage (top right). If you regularly request/need rooms for meetings/events, please request an EMS account and submit all room requests via EMS. Please note, all SEHD Rooms are listed under "CU Denver Department Conference Rooms". \\ \\ For rare room requests and if you do not have an EMS account, you can email [[http://sehdhelp@ucdenver.edu|sehdhelp@ucdenver.edu]]. You will have to use this method to reserve LSC 1100. \\ **Please include meeting/event title, date, start & end time, expected number of attendees, and any specific equipment/room requirements.**\\ \\ Those needing to reserve a room for comps, proposal or final dissertation/DAP/Thesis defenses, please use this link to request a room: [[https://forms.ucdenver.edu/secure/sehd_student_room_request|https://forms.ucdenver.edu/secure/sehd_student_room_request]]]	**Student Forms**	Grade Changes, Schedule Adjustment Forms, and Special Processing Forms are available at the front desk on the 7th floor. Electronic copies of the Schedule Adjustment Form and the Special Processing Form are available on the [[http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Pages/Forms.aspx|registrar website]].The program Academic Advisor will process the forms after they have been filled out by the faculty and/or involved students.[	**Technology (Issues)** ://(includes Computer, Email, Printer, Copier, and Fax)/ [Submit a ticket request at [[sehdhelp@ucdenver.edu|sehdhelp@ucdenver.edu]].]	**Telephone (Issues)** ://(i.e., static in the line, display not working, phone not ringing, activating a data jack, moving phones)// [ ] [[https://www.ucdenver.edu/offices/office-of-information-technology/CU-Connect/Pages/Voicemail-Quick-Reference.aspx|Voicemail Quick Reference]] \\ [[SEH-IT-Help@ucdenver.edu|SEH-IT-Help@ucdenver.edu]] \\ [[SEH-IT-Help@ucdenver.edu|SEH-IT-Help@ucdenver.edu]] \\ [[SEH-IT-Help@ucdenver.edu|SEH-IT-Help@ucdenver.edu]]	
Telephone Number (acquiding)	sehdhelp@ucdenver.edu					
Telephone and Internet Resources	Visit the Resource page from the Office of Information Technology					
Work Requests (i.e., temp/HVAC issues, housekeeping, building maintenance, as well as suitable services-having things hung)// [Facilities Management \\ LSC 3rd Floor, Suite 360 \\ 303-315-7777 \\ Submit online request [[https://cu.emcloudservice.com/web/(https://cu.emcloudservice.com/web/)]] \\ ://Use name login credentials as UCD Access.. \\ *Online request system works from within the secure network, and works best in Chrome.//]	**Work Requests** ://(i.e. requests for photocopiers)// [[[AcademicServices@ucdenver.edu|AcademicServices@ucdenver.edu]] \\ \\ Please provide at least three business days of advance notice for all work requests. \\ \\ Please contact [[Daisy.Salazar@ucdenver.edu|Daisy Salazar]] with questions about your speed type or copy code. \\ \\ There are copiers	**W-4 Update/Change**	Make changes to your W-4 online in the UCD Access Portal under **CU Resources** (may be your homepage already)> **CU Resources Home** (drop-down menu)> **My Info and Pay** >**W-4**.			

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Last update: **2025/07/28 21:19**