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Benefits Information	Employee Services PARATABLE_INS_303-860-4200 . Opt. 3_PARATABLE_INS_EmployeeServices@cu.edu	
Book Orders	Submit a request using the Purchase Request Form .	
Business Cards	Visit Printing Services website. PARATABLE_INS_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) - PARATABLE_INS_includes emergency contact	In the UCD Access Portal, go to CU Resources (if not your homepage already)> CU Resources Home (dropdown 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 PARATABLE_INS_303-556-8385 PARATABLE_INS_777 Lawrence Way, 1 st Floor	
Emergency/Crime Reporting	Auraria Campus Police PARATABLE_INS_Anschutz Campus Police Exam (or Desk) Copies Faculty personally request exam (desk) copies directly from the publisher. Expense Reimbursements PARATABLE_INS_*must have prior approval*	SEHDFinance@ucdenver.edu
ID Card / Badge	PARATABLE_INS_Please get a signed authorization form through SEHD HR before visiting the ID Station at Auraria campus: PARATABLE_INS_SEHDHR@ucdenver.edu PARATABLE_INS_PARATABLE_INS_(303)315-6331	
Name Tag	To order a name tag, please contact JaNet Hurt (1145), JaNet.Hurt@ucdenver.edu , 303-315-8965	
Master Keys	7th Floor - Shakira Anderson (717), Front desk, and Tech Team (724) PARATABLE_INS_11th Floor - JaNet Hurt (1145), Tricia Ball (1143) Office Furniture JaNet.Hurt@ucdenver.edu PARATABLE_INS_303-315-8965	
Office Key	Submit a key request to JaNet.Hurt@ucdenver.edu PARATABLE_INS_Please provide: Room/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 PARATABLE_INS_6th Floor -In the mailroom (605) - the three cabinets underneath the mailboxes; also in the 6 th floor meeting/work space across from the windows of classroom 648 - the three cabinets underneath the printer station. PARATABLE_INS_7th Floor -The cabinets in the work/color copier area near faculty mailboxes (across from 717). PARATABLE_INS_11th Floor -Storage closet 1144 (next to JaNet's office).	
Parking Garages	Auraria Campus Parking PARATABLE_INS_(303)-556-2003 Parking Passport PARATABLE_INS_pre-paid parking on campus lots at discounted rate	Parking & Transportation Services PARATABLE_INS_303-556-2003 Payroll Issues Faculty, contact Hiromi.Agena@ucdenver.edu , 303-315-6320 PARATABLE_INS_Staff , contact SEHD HR, sehchr@ucdenver.edu
Room Reservation	PARATABLE_INS_Submit a request using the Campus EMS Web App PARATABLE_INS_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". PARATABLE_INS PARATABLE_INS_For rare room requests and if you do not have an EMS account, you can email sehhelp@ucdenver.edu . You will have to use this method to reserve LSC 1100. PARATABLE_INS_Please provide meeting/event title, date, start & end time, expected number of attendees, and any specific equipment/room requirements. PARATABLE_INS_Those needing to reserve a room for comps, proposal or final dissertation/DRP/Thesis defenses, please use this link to request a room: 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. PARATABLE_INS_Electronic copies of the Schedule Adjustment Form and the Special Processing Form are available on the registrar's website. The program Academic Advisor will process the forms after they have been filled out by the faculty and/or involved students.	
Technology (issues) PARATABLE_INS_includes Computer, Email, Printer, Copier, and Fax Submit a ticket request at sehhelp@ucdenver.edu . Telephone (issues) PARATABLE_INS_(i.e. static in the line, display not working, phone not ringing, activating a data jack, moving phones)	PARATABLE_INS_CU Denver OIT - help and resources PARATABLE_INS_303-724-HELP (4357) PARATABLE_INS_UCD-OIT-HelpDesk@ucdenver.edu Telephone Number (acquiring) sehhelp@ucdenver.edu Telephone and Internet Resources Visit the Resource page from the Office of Information Technology Work Requests PARATABLE_INS_(i.e. temp/HVAC issues, housekeeping, building maintenance, as well as billable services-having things hung)	

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