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# Who to Contact for What

<b>Benefits Information</b>	Employee Services <a href="#">PARATABLE_INS_303-860-4200</a> , Opt. 3 <a href="#">PARATABLE_INS_EmployeeServices@cu.edu</a>	
<b>Book Orders</b>	Submit a request using the <a href="#">Purchase Request Form</a> .	
<b>Business Cards</b>	Visit <a href="#">Printing Services</a> website. <a href="#">PARATABLE_INS_You will need a speedtype for payment (consult supervisor).</a>   <a href="#">Catering Requests</a>   Submit a request using the <a href="#">Purchase Request Form</a> .   <a href="#">Conference Registration</a>   Submit a request using the <a href="#">Conference Registration Form</a> .   <a href="#">Contact Information (Update/Change)</a> - <a href="#">PARATABLE_INS_includes emergency contact</a>	In the UCD Access Portal, go to <b>CU Resources</b> (if not your homepage already)> CU Resources Home (drop-down menu)> <b>My Info and Pay</b> > <b>My Info</b> .
<b>Copier Code</b>	<a href="#">SEHDFinance@ucdenver.edu</a>	
<b>Direct Deposit (Update/Change)</b>	Make changes to your direct deposit online. Instructions <a href="#">here</a> .	
<b>Eco-Pass</b>	Parking & Transportation Services <a href="#">PARATABLE_INS_303-556-8385</a> <a href="#">PARATABLE_INS_777 Lawrence Way, 1<sup>st</sup> Floor</a>	
<b>Emergency/Crime Reporting</b>	<a href="#">Auraria Campus Police</a> <a href="#">PARATABLE_INS_Anschutz Campus Police</a>   <a href="#">Exam (or Desk) Copies</a>   Faculty personally request exam (desk) copies directly from the publisher.   <a href="#">Expense Reimbursements</a> <a href="#">PARATABLE_INS_*</a> must have prior approval*	<a href="#">SEHDFinance@ucdenver.edu</a>
<b>ID Card / Badge</b>	<a href="#">PARATABLE_INS_Please get a signed authorization form through SEHD HR before visiting the ID Station at Auraria campus: PARATABLE_INS</a> <a href="#">PARATABLE_INS_SEHDHR@ucdenver.edu</a> <a href="#">PARATABLE_INS_PARATABLE_INS_(303)315-6331</a>	
<b>Name Tag</b>	To order a name tag, please contact JáNet Hurt (1145), <a href="#">JaNet.Hurt@ucdenver.edu</a> , 303-315-8965	
<b>Master Keys</b>	<b>7<sup>th</sup> Floor</b> – Shakira Anderson (717), Front desk, and Tech Team (724) <a href="#">PARATABLE_INS_11<sup>th</sup> Floor</a> – JáNet Hurt (1145), Tricia Ball (1143)   <a href="#">Office Furniture</a>   <a href="#">JaNet.Hurt@ucdenver.edu</a> <a href="#">PARATABLE_INS_303-315-8965</a>	
<b>Office Key</b>	Submit a key request to <a href="#">JaNet.Hurt@ucdenver.edu</a> <a href="#">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).</a>   <a href="#">Office Supplies</a>   <a href="#">Purchase Request Form</a> <a href="#">PARATABLE_INS_6<sup>th</sup> Floor</a> -In the mailroom (605) – the three cabinets underneath the mailboxes; also in the 6 <sup>th</sup> floor meeting/work space across from the windows of classroom 648 – the three cabinets underneath the printer station. <a href="#">PARATABLE_INS_7<sup>th</sup> Floor</a> -The cabinets in the work/color copier area near faculty mailboxes (across from 717). <a href="#">PARATABLE_INS_11<sup>th</sup> Floor</a> -Storage closet 1144 (next to JáNet's office).	
<b>Parking Garages</b>	Auraria Campus Parking <a href="#">PARATABLE_INS_(303)-556-2003</a>   <a href="#">Parking Passport</a> <a href="#">PARATABLE_INS_pre-paid parking on campus lots at discounted rate</a>	Parking & Transportation Services <a href="#">PARATABLE_INS_303-556-2003</a>   <a href="#">Payroll Issues</a>   Faculty, contact <a href="#">Hiromi.Agena@ucdenver.edu</a> , 303-315-6320 <a href="#">PARATABLE_INS_Staff</a> , contact SEHD HR, <a href="#">sehdhr@ucdenver.edu</a>
<b>Room Reservation</b>	<a href="#">PARATABLE_INS_Submit a request using the Campus EMS Web App</a> <a href="#">PARATABLE_INS_You must have an EMS Account to do this</a> . 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". <a href="#">PARATABLE_INS</a> <a href="#">PARATABLE_INS</a> For rare room requests and if you do not have an EMS account, you can email <a href="#">sehdhelp@ucdenver.edu</a> . You will have to use this method to reserve LSC 1100. <a href="#">PARATABLE_INS_Please provide meeting/event title, date, start &amp; end time, expected number of attendees, and any specific equipment/room requirements.</a> <a href="#">PARATABLE_INS</a> Those needing to reserve a room for comps, proposal or final dissertation/DRP/Thesis defenses, please use this link to request a room: <a href="https://forms.ucdenver.edu/secure/sehd_student_room_request">https://forms.ucdenver.edu/secure/sehd_student_room_request</a>   <a href="#">Student Forms</a>   Grade Changes, Schedule Adjustment Forms, and Special Processing Forms are available at the front desk on the 7 <sup>th</sup> floor. <a href="#">PARATABLE_INS</a> 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.	
<b>Technology (issues)</b> <a href="#">PARATABLE_INS_includes Computer, Email, Printer, Copier, and Fax</a>   Submit a ticket request at <a href="#">sehdhelp@ucdenver.edu</a> .   <a href="#">Telephone (issues)</a> <a href="#">PARATABLE_INS</a> (i.e. static in the line, display not working, phone not ringing, activating a data jack, moving phones)	<a href="#">PARATABLE_INS_CU Denver OIT</a> - help and resources <a href="#">PARATABLE_INS_303-724-HELP (4357)</a> <a href="#">PARATABLE_INS_UCD-OIT-HelpDesk@ucdenver.edu</a>   <a href="#">Telephone Number (acquiring)</a>   <a href="#">sehdhelp@ucdenver.edu</a>   <a href="#">Telephone and Internet Resources</a>   Visit the <a href="#">Resource page</a> from the Office of Information Technology   <a href="#">Work Requests</a> <a href="#">PARATABLE_INS</a> (i.e. temp/HVAC issues, housekeeping, building maintenance, as well as billable services-having things hung)	

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Last update: **2025/11/03 17:32**

