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Who to Contact for What

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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 (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 PARATABLE_INS_303-556-8385 PARATABLE_INS_777 Lawrence Way, 1st 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 PARATABLE_INS_SEHDHR@ucdenver.edu PARATABLE_INS_PARATABLE_INS_(303)315-6331	
Name Tag	To order a name tag, please contact JáNet 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 - JáNet 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 JáNet'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, sehdhr@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 sehdhelp@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 7 th 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 sehdhelp@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) sehdhelp@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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