

Checklist for new staff and visitors

Name:			
Duration of Stay Aufenthaltsdauer		notes	done
Greeting/Room Assignment Vorstellung/Raumzuordnung	Please contact the institute director		
Acces Zugang	For the It-checklist (EDV-Einleitungsgespräch) and E-Mail please contact Mr. Fischer Telnr. 53805, room 004.3		
E-Mail	Please contact Mr. Fischer, Telnr. 53805, room 004.3		
Server Account Serverkonto	Please contact Mr. Fischer, Telnr. 53805, room 004.3		
Wireless access Drahtloser Zugang	Please contact Mr. Fischer, Telnr. 53805, room 004.3		
Key Schlüssel	Please contact Ms. Höfinger, Telnr.+43-1-4277-51802, room 107.4		
Telephone Number Telefonnummer	Please contact Ms. Höfinger, Telnr.+43-1-4277-51802, room 107.4		
Copy code Kopiercode	Please contact Ms. Höfinger, Telnr.+43-1-4277-51802, room 107.4		
Door Plates Türschilder	Please contact Ms. Höfinger, Telnr.+43-1-4277-51802, room 107.4		
Homepage	Please contact Mr. Fischer, Telnr. 53805, room 004.3		
Library Card Bibliotheksausweis	Please fill the form: http://bibliothek.univie.ac.at/files/Antrag-auf-Neuausstellung.pdf and bring it to the library in room 2Z501. Students need in addition the registration form.	optional	
Employee Card Mitarbeiterkarte	Please order u:card: https://ucard.univie.ac.at/mitarbeiterinnen/ . It can be also used as a library card.	optional	
Sicherheitsvertrauensperson Safety officer	Please contact our safety officer Ms. Höfinger or Mr. Hron Telnr. 51802 or Telnr. 51855		