Administrative Professional Startup Guide

This guide will help walk you through the process of getting started in your new position. In combination with the [Administrative Professional Checklist](#), this will cover the critical topics needed to set you up for success in your new role. *Each administrative role is different and may not involve all of the topics listed.*

SYSTEMS ACCESS & ACCOUNTS

Telecom: https://www.jmu.edu/computing/phones-and-cable-tv/office-phones.shtml
→ Update your name on your JMU extension and reset your voicemail. Find instructions and help on the Telecom website.

Computing Tutorials and How-Tos: https://www.jmu.edu/computing/teaching-and-learning/tutorials-and-how-to.shtml

Quick Login Access: https://www.jmu.edu/computing/administrative-and-business/business-login-links.shtml
→ Bookmark this link for easy access to 40+ frequently used accounts.

New to JMU IT Page: https://www.jmu.edu/computing/quick/faculty-and-staff.shtml

MyMadison: https://www.jmu.edu/computing/mymadison/tutorials/tutorials-faculty-staff.shtml
→ Use this link to log into MyMadison with your eID and password and view eLearnings.

JMU Teams Account: https://www.jmu.edu/computing/communication-and-collaboration/microsoft-teams.shtml
→ Log in with your eID and password online or download the desktop app.

JMU Zoom Account: https://www.jmu.edu/computing/communication-and-collaboration/zoom.shtml
→ Log in with your eID, password, and Duo.

Signature Authority: https://www.jmu.edu/financeoffice/signature.shtml
→ SigAuth identifies individuals with permission to authorize or take action on org codes (payroll, expenses, budget revisions, etc.). To determine what org codes are associated with your department (grants, etc.), search by department for listing. (CTRL-F to target search)

TRAININGS

IT Training Interactive Video: https://www.jmu.edu/computing/teaching-and-learning/itt-tutorials.shtml
→ Use this link to determine which trainings you may need.
→ Register for required and recommended IT Trainings through MyMadison.
→ After completing the training, use the 'Request Access' section of the Quick Login Access page to request access to systems you will need (e.g., Human Resources, Finance, Student Administration, Facilities Management, etc.) if your supervisor has not already done so.
→ *Pro tip: when submitting your access request, request that your access clones your predecessor's permissions and access.*

Talent Development Course Listing: https://www.jmu.edu/events/talentdevelopment/index.shtml

IT Training Course Listing: https://www.jmu.edu/computing/teaching-and-learning/course-listing.shtml

HR Compliance Website: https://www.jmu.edu/hrcompliance/index.shtml
→ Kognito: required training; access it through MyMadison.
→ Title IX Training: a link will be emailed to your JMU account.

MEETINGS & EVENTS

Email: https://www.jmu.edu/computing/communication-and-collaboration/email-faculty-staff-affiliate.shtml
  - → The JMU email system includes email, calendar, and contact management services based on Microsoft 365 that can be accessed from a computer, web browser, or mobile client.
  - → Consider using meeting scheduling tools such as Doodle Polls or When Is Good (these applications are not JMU supported).

Event Management System (EMS): https://www.jmu.edu/eventmanagement/index.shtml
  - → Use EMS for room and space reservations.
  - → To obtain access, send an email with your name, eID, department and phone number to event-management@jmu.edu and an account will be created within 48 hours.

Aramark Campus Dining Locations and Hours: https://jmu.campusdish.com/

Aramark Catering Services: https://jmu.campusdish.com/Catering

SMALL PURCHASE CREDIT CARD (SPCC)

New Cardholder Training and Application: https://www.jmu.edu/computing/ittraining/e-training/spcc-new-cardholder/

Finance Office SPCC Program website: https://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/spcc-program.shtml
  - → Start this process early to make it through the various approvals and access requests required in a timely fashion.

Bank of America (BOA) Reconciliation:
https://jmuedu.sharepoint.com/:p:/s/FinanceWebEditingGroup/EfWXDRffPMlKjBZPVljgSuYBN1f22_TppZ6B6jPgMNohWg?e=YxGaao
  - → Connect org codes and add back-up reconciler.

Finance 101: https://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/cash-inv-finance-101.shtml
  - → FIN101 Online Training Modules are required for employees with fiscal responsibilities. Register for them via MyMadison and complete online at your own pace. Be sure to complete the survey at the end for credit in MyMadison.

PURCHASING

Procurement: https://www.jmu.edu/procurement/index.shtml

Procurement site map by topic: https://www.jmu.edu/procurement/sitemap.shtml

eVA (Electronic Virginia state purchasing/procurement system): https://eva.virginia.gov/

eVA Access Packet: https://www.jmu.edu/procurement/_files/eva-access-at-james-madison-university.pdf
  - → eVA Questions, Concerns and Pre-approvals: askeva@jmu.edu

Forms Index: https://www.jmu.edu/financemanual/procedures/1020.shtml
  - → Bookmark this page for frequent reference.

Finance Forum: https://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/cash-inv-finance-forum.shtml
  - → Facilitated once a semester through the Cash and Investments Office.

REIMBURSEMENT

Chrome River Access and Online Training Link: https://www.jmu.edu/financeoffice/accounting-operations-disbursements/accounts-payable/chrome-river.shtml
→ Use Chrome River for Travel Pre-Authorizations and Reimbursements.
→ Reach out to Travel Analyst Andrea Burkholder (x83713) for individualized training on Chrome River.

JMU Foundation: https://www.jmu.edu/foundation/index.shtml
Foundation Forms and Policies: https://www.jmu.edu/foundation/forms-and-policies/index.shtml
→ Authenticate with your eID and password.

Grant/Sponsored Program Accounting:
https://www.jmu.edu/sponsoredprogramsaccounting/index.shtml

HIRING & PAYROLL

Hiring Faculty or Staff: https://www.jmu.edu/humanresources/recruitment/index.shtml
Academic Affairs Hiring Guidelines: https://www.jmu.edu/academic-affairs/_documents/hiring-guidelines.pdf
ePARs: https://www.jmu.edu/humanresources/par-epar/index.shtml
→ Register for ePAR Training through MyMadison for IT644 HRMS: ePAR
→ After you have completed this training, your supervisor must email ePAR Coordinator, Rachel Sellers (sellerrj@jmu.edu), to add you as an initiator in the ePAR system.

Hiring Students: https://www.jmu.edu/student-employment/supervisors/index.shtml
Time Entry online training: https://www.jmu.edu/financeoffice/accounting-operations-disbursements/payroll/time-entry.shtml
Signature Authority: https://www.jmu.edu/financeoffice/signature.shtml
→ An updated form must be submitted after completing training in Finance, Time-Entry or new Org Code.

WHILE YOU ARE WAITING FOR YOUR eID

→ Explore the webpages for your department and college.
JMU Organizational Chart: https://www.jmu.edu/president/offices-and-staff/org-chart.shtml
Campus Map and Parking Services: https://www.jmu.edu/parking/index.shtml
Walking Tour for New Administrative Professionals: https://www.jmu.edu/academic-affairs/aaasac/aaasac_walking_tour_map
AAASAC: https://www.jmu.edu/academic-affairs/committees-and-taskforces/aaasac.shtml
Talent Development: https://www.jmu.edu/talentdevelopment/index.shtml
Administrative Assistant Certificate Program (AACP):
https://www.jmu.edu/talentdevelopment/aacp.shtml
Administrative Assistant Advanced Certificate Program (AAACP):
https://www.jmu.edu/talentdevelopment/advanced-aacp.shtml
LinkedIn Learning and how to get started: https://ask.lib.jmu.edu/faq/304223