



GWS General Onboarding Checklist

Here are some things to be aware of that we'll be doing during our General Onboarding time:

Getting Settled

- ☐ Complete this [form](#) to submit a headshot, preferred name, pronouns, and a short bio for the [GWS Graduate Student page](#).

Note: You need to be logged in to your wisc.edu email

Office/Supplies

- ☐ Register your WisCard with Lindsey Hoff, lmhoff@wisc.edu, for access to the Graduate Student/TA Offices. There will be a name tag to indicate which one will be your desk.
If possible, please try to get your [WisCard](#) before **Monday, August 25**. If not, please try to get your Wiscard on Monday, August 25 in the afternoon.
- ☐ [Pick up your Bus Pass](#). You need your WisCard in order to do so. You can pick up your bus pass from August 18 through September 12.

Technology

- ☐ Download the [Duo Mobile app](#) to enable access to wisc.edu software
- ☐ Set up your [email signature](#) in Outlook. [Here are tips on what to put in your email signature](#).
- ☐ Make sure that you are hooked up to Department printer/copies. We will have an LSS Techzone session during Welcome Week. If you have any questions on software services, tech issues, and more, you can contact [LSS TechZone](#) and/or DoIT: 608 264-4357 for help.

Navigating Campus

- ☐ Find out where your classes will be on [MyUW](#)
- ☐ Search for your classes on the [UW Campus Map](#)
- ☐ [Accessible parking and transportation resources at UW-Madison](#)
- ☐ [Accessible Pedestrian Routes Map](#)
- ☐ [Accessible Parking Map](#)

- ☐ [Gender Neutral Bathrooms](#)

Additional Teaching/TA Resources

- ☐ Canvas Checklist for L&S TAs
- ☐ Learn@UW
- ☐ The Delta Program
- ☐ Center for Teaching, Learning & Mentoring

Suggested Bookmarks

- ☐ [Canvas](#)
- ☐ [MyUW](#)
- ☐ Google Slides
- ☐ [Box](#)
- ☐ [TopHat](#)
- ☐ [RedShelf](#)
- ☐ [UW-Madison Zoom](#)