

One KU Orientation & Resource Reference

Overview

This resource is intended to support KU employees affiliated with both the KU Lawrence (KUL) and KU Medical Center (KUMC) campuses who need access to systems, services, and support across both. It aims to clarify where to start, how to request access, what tools are needed, and what support is available.

First-Day on Campus Essentials

Coordinate a first-day meetup and clear directions for how to access the building(s).

KUL:

- Badge access is typically not required, as most buildings are unlocked during business hours
- Affiliates needing an ID card should contact the KU Card Center (785-864-3322)

KUMC:

- Exterior doors are locked. Coordinate a meeting spot and badge access ahead of time
- Visit Parking Services for a temporary pass
- Obtain ID badge from Delp G079 and access TripShot app for campus shuttle info

Parking

Reciprocal privileges exist for both campuses if arranged ahead of time. For all parking-related questions or changes, contact the appropriate campus office listed below

KUL:

- KUMC visitors should coordinate with KUL departments to arrange parking in advance
- Parking is permit-based, registered to vehicle plates
- Contact: 785-864-7275 | kupark@ku.edu | [KUL Campus Map](#)
- [KU Smart Campus Map](#)

KUMC:

- KUL visitors should coordinate with KUMC departments prior to arrival
- Register online at kumc.parklpr.com with SSO credentials
- Handle appeals and reactivations via your parking account
- Do not park in P2 or P3 garages.
- Contact: 913-588-5175 | ParkingServicesFeedbackDL@kumc.edu

Tech & Systems Access

Access to systems, tools, and services is campus-specific. Employees affiliated with both campuses must first complete the **affiliate request process** initiated by the host department. System credentials and permissions are only granted after affiliate status is approved.

KUL:

- [Affiliate status](#) is required before setting up any accounts or accessing systems
- Wi-Fi access via eduroam using OnlineID@kumc.edu credentials
- Online ID setup via [myidentity.ku.edu/setup/login](#)
- Multi-Factor Authentication (MFA) required via Duo: [technology.ku.edu/catalog/duo-multi-factor-authentication](#)
- For support, contact KU IT

KUMC:

- Affiliate status is required before setting up any accounts or accessing systems
- Wi-Fi access via eduroam using OnlineID@ku.edu credentials
- Passwords must be reset every 6 months at [password.kumc.edu](#)
- MFA setup via [cas.kumc.edu/mfaselfservice](#)
- Workday and printer access available through IT after setup
- IT Contact: 913-945-9999 (Option 2) | [kits.servicedesk@kumc.edu](#) | Delp G110

Email & Collaboration

Employees are encouraged to continue utilizing their home campus email address. If email accounts already exist on both campuses, both should be monitored regularly.

- Email is the primary method for receiving affiliate approval, system access instructions, and account activation details
- If you have two active accounts, monitor both regularly to avoid missing critical messages. If you use browsers to access email, it is recommended to use separate browsers for accessing KUMC and KUL accounts.
- Email forwarding is discouraged due to delivery and security issues – follow your respective campus' IT protocols
- Office365 collaboration (e.g., Teams, SharePoint) may require guest access to shared documents or groups on the non-host campus
 - Teams integration guidance is under review and will be added once finalized

IT Support

Each campus handles IT and licensing separately. When reaching out for assistance, please specify which campus you have access issues with.

KUL:

- Support: 785-864-8080 | [itcsc@ku.edu](#)

KUMC:

- Support: 913-945-9999 (Option 2) | [jayhawktech@kumc.edu](#) | Delp G110

HR Systems & Supervision

Supervisors are required to approve time and provide performance evaluations through employees' home campus system.

KUL:

- Time & absence tracked via HR/Pay. Performance reviews handled through MyTalent.
- Payroll calendars and supervisor guidance are available on the KU Payroll and HR websites, respectively.
- Additional Time & Absence resources are available via [Supervisors](#).

KUMC:

- Workday is used for all time tracking and evaluations; access is coordinated via IT after affiliate setup
- Additional resources: KUMC HR Supervisor Resources and Workday Help.

Campus Safety & Alerts

Both campuses offer text alerts and safety services. (In any emergency, always dial 911.)

KUL:

- Subscribe via Employee Emergency Notification app through the myKU Portal.
- Learn more at emergency.ku.edu for preparedness plans and procedures.

KUMC:

- KUMC staff are automatically enrolled in **BeAlert** text alerts through their KU Online ID.
- The RAVE Guardian App offers direct access to campus police access, safety check-ins, and emergency response tools
- Safety escorts and motorist assistance available via KUMC Police Dispatch: 913-588-5030

Tours & Orientation Events

New-to-campus staff are encouraged to attend a campus tour or orientation session. Opportunities are available monthly or by request.

KUL:

- Orientation programs and tours are in development for September 2025, check the [New Employee Welcome](#) site for details.

KUMC:

- Campus tours occur monthly. Contact onboarding-univ@kumc.edu to join or schedule.
- Schedule via HR Intranet under Upcoming HR Events or contact Luke Mancillas at onboarding-univ@kumc.edu or lmancillas@kumc.edu.

Room Reservations

KUL:

- Consult Space Management's [website](#) to learn about locating and reserving hoteling space.
- Many conference rooms are available for booking through Outlook Location. Check scheduling assistant for availability. Make sure you receive acceptance confirmation.

- Consult departmental administrative support team within your hosting department for assistance, if you do not see the desired location or scheduling assistant displays grayed-out availability.

KUMC:

- Room reservation details are available on the [Intranet](#) (KUMC login required).
- The KUMC [touchdown space tool](#) required KUMC credentials.
- If you do not have KUMC credentials, the best option is to either connect with [Katie Lewis](#), who manages these kinds of reservations for KUMC, or work with your hosting department to identify space.
- For questions or access issues, contact the Teaching and Learning Technologies team: tlt@kumc.edu