



## GETTING STARTED AT CONCORDIA

***Please note that some processes have been adjusted during COVID-19.  
For any questions, please contact the specific department or service directly.***

### Concordia Faculty ID card

Your employee number and ID card is essential. It will give you access to library resources, Concordia Health Services, after-hours access and more. To have one made up go to Human Resources, located in the Faubourg Building: 1250 Guy Street, Room 1130, 514 848-2424 x 3666. Bring a signed teaching contract with you.

\*During COVID-19 shutdown, please be advised that employee ID cards will be issued in person by appointment only. Before making an appointment to visit the HR offices, you will need to complete the mandatory steps Concordia University has introduced for all staff, faculty, and students returning to campus. Detailed steps on CSpace:  
<https://cspace.concordia.ca/services/hr/return-to-campus-post-pandemic.html>.

1. You will have to ask your supervisor to **complete the COVID-19 Return To Campus Request Form** for permission for you to be on campus. Once access has been requested you will need to:
2. **Complete the Moodle training** (25 minute video followed by a quiz)
3. **Complete the COVID-19 Self-evaluation form** (can only be done once the training is completed). Your employee access will start **the day after** you have completed the form.

### Classroom Key Requests

You may need classroom or lab keys. Make sure you put in a key request well in advance of the first day of classes. Contact your Department's Administrative Assistant to find out what keys you need and get a signed key request form. Keys can be picked-up from GM-1100, 1550 de Maisonneuve West upon the presentation of your ID card.

### Instructional & Information Technology Services (IITS)

IITS is responsible for implementing, managing and supporting the University server and storage infrastructure, authentication (netname) and

communication (email), and the University's wired and wireless network. If you need a key for a classroom computer console please consult their service desk H-925, 1455 de Maisonneuve West, or call (514) 848-2424 ext. 7613, or visit <https://www.concordia.ca/offices/iits.html>.

\*Please note that Office 365 software is available through IITS to Concordia employees and students at no cost.

## **MyConcordia Portal**

**myconcordia.ca** is your one-stop shop to get class lists, create a Departmental Profile, check your pay stubs, and much more.

### **Netname**

You must create a netname and password to access your Concordia Portal. Go to: [myconcordia.ca](http://myconcordia.ca) and click on "New Employee? Activate your netname." You will need your employee number, from your employee ID card.

### **Go to myconcordia.ca to:**

- create a Concordia email > Accounts and Settings. You need to have a Concordia email account to receive all important announcements about benefits, changes in policy, etc.
- create a Departmental Profile > Alerts and Profiles
- check your pay stub > Employee Services/MyHR Profile/my empath

- access your photocopy code > Accounts and Settings/Computer Accounts and Passwords
- find class lists and submit grades > Student Information System (**SIS**)
- find your Moodle course list, including information and instructions on how to use **SIS** for class lists, grade entry, etc.

**Moodle** is an invaluable tool for organizing course material and providing essential information for students. Moodle allows teachers to organize and store course content in a secure web-based environment which students can access from anywhere at any time. Teachers can post, collect, and grade assignments, administer quizzes, host online discussions, share resources, and more.

You can book a Moodle drop in-session at [www.concordia.ca/it/services/it-training/course-availability](http://www.concordia.ca/it/services/it-training/course-availability). If you cannot attend the scheduled workshops, please email [moodle@lists.concordia.ca](mailto:moodle@lists.concordia.ca) to make an appointment.

## OTHER IMPORTANT RESOURCES

### Centre for Teaching and Learning

Provides a variety of resources and ideas that support teaching. For more information, visit <https://www.concordia.ca/ctl.html>

### Cspace

An intranet service for faculty and staff that provides information on what's going on at the University and more. Make sure you check it out!

### Employee Assistance Program

A confidential counseling, referral and information service for faculty and staff. To make an appointment or for general information call: 1-800-663-1142 (English) 1-800-398- 9505 (French). To visit their website go to: <http://www.concordia.ca/hr/benefits/eap.html>.

### Grading

Final grades and change of grades must be submitted online at [www.myconcordia.ca](http://www.myconcordia.ca). To submit grades, Log onto your MyConcordia portal > Student Information System (top left) > My Faculty Center > My Schedule: Select the Grade Roster icon above the course name. From there you will be able to select a grade for each student.

## Academic Re-evaluation Procedures

Students who are dissatisfied with the grade received will first attempt to meet with the instructor and explain their position. If the student remains dissatisfied or is unable to meet with the instructor, he or she may, upon receiving the final grade for the course, make a re-evaluation request. A grade may be maintained, raised or lowered as a result of a re-evaluation request. A student or instructor may appeal a re-evaluation decision based on either substantive grounds or on the presence of serious and prejudicial procedural defects. In the case of an appeal from an instructor, "prejudicial" shall be limited to the effect that the alleged procedural defect has on other students in the course or on the academic standards of the University.

## Health & Safety

For information related to health and safety concerns, please visit the University's Environmental Health & Safety website <http://www.concordia.ca/offices/ehs.html>. Please read over the recommended steps for what to do in an emergency [www.concordia.ca/campus-life/emergency/what-to-do](http://www.concordia.ca/campus-life/emergency/what-to-do).

## Emergencies

Given that Concordia has two campuses and more than 70 different buildings and civic addresses, ***it is recommended that you call Concordia Security prior to calling 911***. Security agents are trained to respond to a variety of emergencies and can provide assistance quickly, often responding within minutes of your call.

How to contact campus security:

The campus Security office is located in room H-116, telephone number 514-848-2424, extension 5356 or visit their website <https://www.concordia.ca/campus-life/security.html>. In case of emergency call Internal phones: Dial 3717. External phones: Dial 514-848-3717.

The University shares time-sensitive information by sending brief text messages to cell phones. While students are automatically registered for the service, faculty and staff are encouraged to sign up through the Portal: Log in, and click on Messaging.

## Health Services

Sir George Williams Campus: 1550 De Maisonneuve W. GM-200, ext. 3565  
Loyola Campus: 7141 Sherbrooke Street W. Room AD-131, ext. 3575.

For more information, including hours, go to:

[www.concordia.ca/students/health](http://www.concordia.ca/students/health).

## Human Resources and Salary

Please consult the Human Resources Information System (HRIS), which can be accessed via your MyConcordia portal under Employee Services / My HR Profile (my empath), for important HR information including your electronic Pay Stub, Current Benefits Coverage Profile, Emergency Contact Information and Change of Address.

Human Resources & Payroll- [hr-reception@concordia.ca](mailto:hr-reception@concordia.ca)

## Mailboxes

An individual faculty mailbox will be located somewhere in your Department. Ask your Department or Unit Assistant where to find it. Make sure you check it regularly throughout the term.

## Service Centre

The Facilities Management Service Centre 514 848-2424 x.2400, can be contacted with any concerns about heating, cooling, air quality & ventilation, hot water, plumbing, electrical problems, refrigeration and locksmith services. For concerns about waste disposal, recycling or cleaning, contact Custodial Services at 514 848-2424 x.3793 or [cleaning@concordia.ca](mailto:cleaning@concordia.ca).

## Teaching Evaluations

Part-time faculty administer course evaluations using a paper-based questionnaire. You will receive them in your faculty mailbox four to six weeks before the end of term and they must be completed prior to the last week of classes. Once your grade sheets are approved and finalized, your course evaluation report(s) will be available via the MyConcordia portal. Please see the Centre for Teaching and Learning Services website for details concerning course evaluation procedures:  
<http://www.concordia.ca/offices/ctl.html>.

## University Policies

All official University policies can be accessed by visiting:  
[www.concordia.ca/about/policies](http://www.concordia.ca/about/policies) Please note that every student has the right to complete coursework (including oral presentations) and exams in French, as long as they notify professors sufficiently in advance of such intention. See Language of Instruction and Examinations in the Academic Calendar, section 16.3.2:  
<http://www.concordia.ca/academics/undergraduate/calendar/current/sec16/16.html>

## **Wireless Internet Access**

Most areas in the University are now equipped with wireless network service. Students, faculty and staff can have access to this service but must have a valid portal account.

To configure your laptop for wireless access:

<http://www.concordia.ca/it/services/concordia-wireless-network.html>