CCB's Incoming Faculty procedures and reminders

- CCB web site considerations, and related.
- Research group's web site: Discussion, options
  - Most don't need too much ahead of time, even for recruitment.
- NetID considerations: Get one sponsored?
  - Often useful ASAP for access to Cornell-based resource, grad. student recruitment, and branding (business cards, web sites, etc.).
  - Do VIVO ahead of time? If so, need NetID. (See section at link called, "VIVO entry for incoming faculty")
- Office and research lab IT equipment and network needs and wants review with ChemIT: Discussion, options.
  - Any unusual IT needs, such as high-performance clusters or computers for specialized lab equipment?

ChemIT's to-do's:

- Add new research group's name our list of groups for use in Remedy (MS Excel)
  - R:\\Chem IT\IT Projects and Planning\Help Desk\Chem Areas & Groups\CCB Groups
- Add new research group's name to IT Rep list, adding placeholder (MS Excel)
  - R:\\Chem IT\CCB people lists\CCB IT Reps, ChemIT
- Add new research group's name to ChemIT's web form.
  - http://blogs.cornell.edu/chemit/chemit-request/
  - ChemIT's web site, on EduBlogs
- Add Active Directory (AD) Organizational Unit (OU) for new research group.
  - Just in one locations within the AD tree? Pre-populate groups and such?
- Add an invoice for new research group within ChemIT's billing workbook (MS Excel)
  - R:\\Chem IT\ChemIT Billing and Accounts\[...]