



YOU'RE AN EASTERN EAGLE!

Welcome to EWU—we're so glad you're joining us. This guide will help you become familiar with our campus community and if you have questions, know that there are multiple people ready to assist you. Your primary contact is your supervisor—don't hesitate to reach out before your start date with any questions you may have. Our human resources and benefits staff are also available to assist with your questions. They may be reached at 509.359.2381 (HR) or 509.359.2488 (benefits).

COMMUTING TO WORK (SPOKANE COUNTY)

Eastern offers a cost-savings way to commute to work, by subsidizing Spokane Transit (STA) bus passes for all employees and students. It's easy and it's free! When entering any STA bus, swipe your employee ID card (your Eagle Card) through the card reader adjacent to the bus driver. Express routes run at frequent intervals during peak commute times, and the double-length buses are wifi enabled! Your EagleCard may be used to ride STA buses after your first pay period. Bus routes and times can be found at spokanetransit.com.

InsideEWU is your home base for navigating your new community. You'll find quick links to the various websites and accounts you'll use, plus the latest campus news and events. You have access to InsideEWU 24/7 online at inside.ewu.edu and we'll keep you up to date on key information through a newsletter sent to your Eastern email.

GETTING YOUR EAGLE ID CARD

Your Eagle ID Card does much more than identify you as an employee. Use your card to ride STA buses, check materials out at EWU Libraries, and pre-load your card with money and use it like a debit card at locations that accept "Eagle Flex." EagleCards are available for pickup on the Cheney campus only. For more information, please visit: ewu.edu/eaglecard.

GETTING OFFICE KEYS AND/OR A PROXIMITY CARD (PROX CARD, OR ACCESS CONTROL CARD)

Cheney Campus. Access through exterior doors for many Cheney campus buildings is gained by using a prox card—a chip-enabled access control card that you hold up to the building card readers to unlock doors. Cards are programmed to allow entry to authorized buildings at prescribed times. Your Eagle Card will function as your prox card for Cheney campus buildings, once your building access is confirmed by the Access Control office.

Other buildings are accessed by using keys, as well as for accessing department entry doors, and doors leading to personal offices. Note that not all employees can be provided with their own office, and it is common for departmental co-workers to share office space.

Keys and access cards must be picked up in person. Please visit the Access Control website to confirm hours and make an appointment: ewu.edu/accesscontrol, or call them at 509.359.6506.

Catalyst Building (Spokane) Eagle Cards cannot be used to access the Catalyst building. If you need an access card or keys, send an email request to CatalystAccess@ewu.edu (copy that email to your department's support staff.) The Spokane campus services manager will respond to your request.



Employees can ride STA for **free** while helping reduce our carbon footprint!



The Eagle Card office is located in 120 Tawanka Hall.



Keys and access cards may be obtained at the Access Control shop located in 122 Tawanka Hall.

Health Science Building (HSB-Spokane) Contact the Eagle Card Office; they will coordinate with Access Control to produce an Eagle Card for your use to access HSB. Once you have your card, contact your department's support staff who will coordinate with WSU-Spokane to program your card for HSB access.

PARKING AT THE CHENEY CAMPUS

You've got several parking options at the Cheney campus, should you decide to drive to work. Parking on campus requires pre-purchase of a parking permit from Parking Services. Find information about the available lots and pricing here: ewu.edu/parking (click the link for Faculty and Staff). You can purchase permits online, but they do sell out, so it's important to know about other options. You can find a campus map, which identifies all campus lots, here: ewu.edu/map

Lot P12 offers over 1,000 free parking spots. Located above and behind Roos Field, Lot P12 is only a few minutes' walk from the Cheney campus core. While free on most days, nominal parking fees will apply during special events.

Some neighborhood parking is available, but these spots fill up rapidly on weekday mornings. Please be respectful of local property owners, avoid blocking driveways, and parking too close to corners and fire hydrants.

PARKING AT THE SPOKANE CATALYST BUILDING

There are a limited number of staff and faculty parking permits available for the Catalyst building parking lot. Contact Eastern's Parking Services at 509.359.7275, or visit their website, inside.ewu.edu/parking. If these permits are sold out, additional permits may be available from Reef Parking; call Reef directly at 509.755.7598 to check availability and pricing, and to request forms to setup monthly parking privileges. There is limited street parking available as well.

ACCESS TO YOUR COMPUTER/EMAIL/CALENDAR/TIMESHEETS, AND CANVAS

To begin using your computer, Outlook email and calendar accounts, contact the I.T. Help Desk at 509.359.2247, to obtain a temporary password. They will need your employee ID, which was provided in your offer letter.

EagleNet is used for many purposes: complete your timesheet, check leave balances for vacation/sick and other types of leave, download pay stubs, check W-4 allowances, download your annual W-2 wage statements, and more! Access EagleNet here: eaglenet.ewu.edu

New faculty? Need to access Canvas? Start here: ewu.edu/instructorguides for EWU Canvas Instructor Support guides. Click the link for Canvas Account Basics for information about logging in.

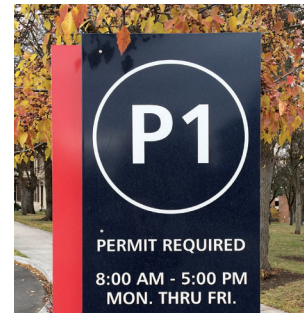
WHERE TO GET LUNCH, COFFEE OR SOME COOL EAGLE GEAR!

Eastern offers many dining options; information and hours are provided here: ewu.edu/dining.

Do you prefer to bring lunch? Some departments offer refrigerators for employee use. Availability of breakrooms is highly variable in campus buildings. Ask your new co-workers where they prefer to take their coffee and meal breaks.

If you work on our Spokane campus, you'll find dining information here: spokane.wsu.edu/food-on-campus

Now that you're joining the Eagle community, be sure to stop by the Cheney campus Eagle Store. You'll find a huge array of Eagle branded clothing, office and technology supplies, sporting goods, and much more! Visit their website at eaglestore.ewu.edu to start shopping, or find out current in-person shopping hours.



Parking on campus requires pre-purchase of a parking pass.



WSU offers kiosks to pay for blocks of time in each lot.



Lot P12, located above and behind Roos Field, offers over 1,000 free parking spots.

