

TA Quick Guide

Subject	Support	Notes
Books	Jeanne Sitzmann jeanne@me.umn.edu ME 1120 5-5842	Check with your course instructor first, there may be books from the previous semester, solution manuals can only be requested by the instructor
Classroom Supplies - General	Admin Specialist who works with your instructor: Pat, Tori, or Jennifer	General supplies include chalk, markers, and pens. All other requests need account strings and have to be ordered through USTORES.
Conference Room Scheduling	John Gardner me-reservations@me.umn.edu 5-2009	ME Conference rooms: 3125, 4125, L-100, 1130, 325A
Copier Access	Holly Edgett edge0026@umn.edu ME 101 5-4099	The TA copier is located on the first floor in room 116. TAs get automatic copier password access from Payroll. If you can't get access, contact the Purchasing office.
Custodial Support	Facilities Management fmcc@umn.edu 4-2900	For after hours facilities related emergencies call 612-625-0011.
Email Accounts & Computer Support	MeNet menet@me.umn.edu ME 152 6-9800	Website: http://www.menet.umn.edu
Equipment Fabrication	Professional Service Center To Be Determined ME 163 5-4565	
FERPA: Rules	Tina Faulkner rovic001@umn.edu 5-1064	http://onestop.umn.edu/faculty/grades/guidelines.html
Graduate Student Services	John Gardner jgardner@me.umn.edu ME 1120 5-2009	
IT Computer Lab Account	Homepage: www.itlabs.umn.edu ME 308	Account is free for TAs--Go to www.itlabs.umn.edu to download the form (takes ~1 day to get access)
IT Computer Lab Reservations	Ray Muno muno@aem.umn.edu reserve rooms: ME302 & ME314	Email Ray with the date, time and location (IT lab room number), be sure to check software availability http://www.itlabs.umn.edu/labs/index.php
Key Requests - must be in writing from instructor	Jeanne Sitzmann John Gardner ME 1120	keys@me.umn.edu 612.625.5842 612.625.2009
Moodle / Getting Started	www1.umn.edu/moodle/instructor/index.html	information on requesting a site, user guides, help and FAQs
Office Hour Scheduling	The only room available for scheduling for TA office hours is ME 327.	You and your course instructor decide on your hours and their location.
TA Office Requests	John Gardner jgardner@me.umn.edu ME 1120 5-2009	Your course instructor sends a request to John and desk/room is assigned if available.
Payroll	Carrie Toward ctoward@me.umn.edu ME 1103 4-3355	Please note that Payroll has moved to ME 1103
Purchase Order Requests	Holly Edgett edge0026@me.umn.edu ME 101 5-4099	PO forms online at (www.me.umn.edu/info/services/forms.shtml)
Telephone set-up & voicemail reset	NTS Homepage 1-4357	www1.umn.edu/nts/go4msg/setup_procedure.shtml
Tool Crib & Receiving	Mark Erickson erick013@me.umn.edu ME 177 5-2813	
Undergraduate Student Services	Jeanne Sitzmann jeanne@me.umn.edu ME 1120 5-5842	
Web Vista / Getting Started	webct@umn.edu	Go to http://webct.umn.edu and follow the link for instructor support
Webpage Management for Courses	Albin Dittli webmaster@me.umn.edu ME 002	www.me.umn.edu/education/courses/maintainer