

Aug —Fall  
Dec —Intercession  
Jan —Spring  
May —Summer

Create Contract  
Send a copy to EE Director  
(Dean's Office)

Complete New User  
Account Request Form  
(Dept Chair)

Welcome email with account  
credentials for MyDaamen  
Account is sent to New Hire  
(IT Dept)

Blackboard Account is created a  
few hours after the MyDaamen  
Account.  
(IT Dept)

Invitation to New Faculty  
Orientation is emailed

Complete  
Blackboard Request Form  
(New Hire Adjunct)

Request Parking Permit  
(New Hire Adjunct)  
[www.daemen.edu](http://www.daemen.edu) (Registrar)

Class Roster Printed  
(Registrars)

(New Hire Adjunct)