Department of Computer Science

FAQs for New Staff in The Department of Computer Science

First Things

How do I get a hot drink?	Come to the kitchen on the first floor of Regent Court with a mug. There are a few spare mugs in the kitchen cupboard should you forget to bring yours.
	A coffee from the coffee machine is 10p (20p for a double espresso). A money box is by the machine for payment.
	Instant coffee, tea bags, milk and sugar is free - these can be found in the kitchen.
How do I get a Library Card?	Your UCard also serves as your library card. You should collect your UCard on your first day of work. You can collect your UCard from CICS (Corporate Information & Computing Services) at Building 134 on Hounsfield Road. It's the building with the ramp on it.
How do I get a computer account?	When you go to CICS for your UCard you are given a CICS computer account. You will also need a Departmental (DCS) account. To receive your DCS account details please go to www.dcs.shef.ac.uk/password (www.dcs.shef.ac.uk/password) and click reset. Then you will need to enter your campus email address and you will receive a verification code as well as your DCS account username.

How do I get a Key?	You must complete the mandatory Health and Safety courses (Health and Safety Induction, Fire Safety, Display Screen Equipment and Out of Hours Hazards/Risk Awareness.) Once you have completed the aforementioned courses, you should raise a ticket through the TSR ticketing system with the Technical Support Team and they will be able to issue your keys.
Where is my post?	In a pigeon hole in the photocopier room (First floor,turn left as you face reception, just before the corridor turns a corner). If you haven't been allocated a pigeon hole, please ask at reception.

Keeping in Touch

How do I send post?	You can hand in outgoing mail (internal and external) to reception. All mail is collected by the porters around 3.00pm each day. The university mail service is mainly for business use.
Where do I get stationery from?	You can pick up pens, paper, folders, and generally any other stationery from reception. If they don't have something you need, you can have it ordered in for you.
Where do I get paper for the printer?	Plain A4 paper is found in the photocopier room on the first floor next to the kitchen. If you need letterhead paper, please ask at reception. Letters on headed paper are normally produced by the administration staff who use an approved template. Please

	email your request to dcs@sheffield.ac.uk
Where is the photocopier?	In room 126, the resources room.
How do I book annual leave?	All annual leave is recorded and managed through My Team. To access go into My Services and select My Job/MyTeam, annual leave. Select the dates and click on save and back and this will be sent to your line manager to authorise. You will receive an email notification to confirm whether this has been approved or rejected.
What if I am going to a Conference?	As long as your teaching duties are covered just email Jo Lawrence (j.l.lawrence@sheffield.ac.uk) with the dates.
Whom should I contact if I am sick?	Admin, Technical and Research Staff should report any absence due to ill health to their line manager (including the broad nature of the illness and the dates you are going to be away from work). Academics should report any absence due to ill health to Jo Lawrence (as HoD's nominee) directly. Jo (j.l.lawrence@sheffield.ac.uk) will need to know the broad nature of the illness and the dates you are going to be away from work.
How do I email groups of staff?	Please follow this link for information on the main staff group email addresses.
How do I set up my staff profile page?	The Marketing and Communications officer will contact you asking for the following information: ● A short bio

	- A summary of your research interests - Your ORCID ID - Your Google Scholar link - Your University username You will also be asked to arrange a time to get a profile photo taken. This information will be used on the Computer Science web pages: https://www.sheffield.ac.uk/dcs/people As well as your profile page, on the Departmental website, staff are encouraged to create their own personal profile pages. Instructions can be found here: https://guide.dcs.shef.ac.uk/Staffnet/General Method
How do the phones work?	Press 9, before dialing the number, for an outside line. If you need to transfer a call to someone, press the Transfer button on your phone, dial their number, when it rings press Transfer again and hang up. If you need to speak to the person to whom you are transferring the call press Transfer and dial the number as before but wait for them to answer. After you have spoken to them, you can press the Drop button and speak to the original person who wants to be transferred. You can press the Drop button as many times as is necessary. To hold a call you press the red hold button, when you wish to speak to the caller again you press the button next to the green flashing light and this will connect you to them. Please follow this link for help with Audix Voicemail.