Getting Started at Georgetown Law

Contact Information for Law Center Liaisons
- For J.D. Adjunct Faculty, contact Sarah Hulsey at sjh52@georgetown.edu or (202) 662-9041
- For LL.M. Adjunct Faculty, contact Tiffany Joly at tmj40@georgetown.edu or (202) 662-9319
- For U.S.-based Visiting Faculty, contact Sally McCarthy at sem35@georgetown.edu or (202) 662-9041
- For International Visiting Faculty, contact Cara Morris at woltemat@georgetown.edu or (202) 662-9860

Adjunct Faculty Virtual Office
Bookmark the Adjunct Faculty Virtual Office (http://www.law.georgetown.edu/go/AdjunctFacultyVirtualOffice), which contains resources and checklists that will be useful throughout the semester.

Appointment Letter
Review the accuracy of the information in your appointment letter from the Associate Dean.

Payroll and HR Paperwork
Return the required payroll and personnel forms provided by your Law Center Liaison to the Payroll Office. If you are accepting your stipend directly, you must complete the I-9 form, which requires you to submit documentation in person.

NetID/Password
Two weeks after submitting your payroll and personnel forms, be on the lookout for an email containing your NetID (electronic ID) and temporary password, which you should reset immediately. After this initial reset, you will need to change your password twice per year at password.georgetown.edu.

Law Email
Your Law Center email address will be in the format, [NetID]@georgetown.edu. Log into apps.georgetown.edu to view your email. To add, modify, or disable forwarding to the email address of your choice, click on the upper-right gear icon, Settings, and Forwarding and POP/IMAP.

Georgetown Management System (GMS)
Log into GMS, the online HR system, at gms.georgetown.edu to verify your contact information in the Personal Information section. If you are receiving a stipend directly, go to the Pay section to complete the federal tax withholding information. Your first paycheck will be a paper check mailed to your home address in GMS. Sign up for direct deposit payment election (strongly encouraged) to receive subsequent payments directly to your bank account.

GOCard
Visit the Law Center GOCard Office to obtain your Georgetown Law identification card. If it has been fewer than two business days since you received your NetID, call to confirm that you are in their system. You can have your photo taken in person or email them a JPEG photo in advance.

RESPECT: Preventing Discrimination, Harassment, and Sexual Misconduct
Complete this required online training course at respect.georgetown.edu before your first class session.

MyAccess
Log into MyAccess, the online faculty services portal, at myaccess.georgetown.edu. You can view your class roster and waitlist, add emergency contact information, and register for HOYAlert, the University’s Emergency Notification System.

Parking
Submit the Parking Registration Form (http://www.law.georgetown.edu/academics/academic-programs/adjunct-faculty-virtual-office/law-center-resources/upload/Parking-Registration-Form.doc) to the Office of Facilities Management to obtain a parking hangtag. You also will need your GOCard in order to access the garage.

Wireless Network
Set up your connection to the secure wireless network, GULAW-SECURE, the first time you are on campus. Instructions can be found at http://www.law.georgetown.edu/campus-services/ist/communications/gulaw-secure.cfm.

Sport and Fitness Center
Visit the Sport and Fitness Center to sign up for an adjunct faculty membership.

Important Contacts for Getting Started at the Law Center
- GOCard Office: McDonough 171, lawgocard@georgetown.edu, (202) 662-9915
- Information Systems Technology: Law Center Service Desk, McDonough 152, lawhelp@georgetown.edu, (202) 662-9284
- Office of Facilities Management: McDonough 154, lawfacilitiesmgmt@georgetown.edu, (202) 662-9330
- Payroll Office: Melvinia Towns, McDonough 583, towms@georgetown.edu, (202) 662-9050
- Public Safety: (202) 662-9325
- Sport and Fitness Center: Jason Wallenhorst, jaw55@georgetown.edu, (202) 662-4250