

Getting Started at Georgetown Law

Contact Information for Law Center Liaisons

- For **J.D. Adjunct Faculty**, contact Sarah Hulsey at sjh52@law.georgetown.edu or (202) 662-9041
- For **LL.M. Adjunct Faculty**, contact Tiffany Joly at tmj40@law.georgetown.edu or (202) 662-9319
- For **U.S.-based Visiting Faculty**, contact Sally McCarthy at sem35@law.georgetown.edu or (202) 662-9041
- For **International Visiting Faculty**, contact Cara Morris at woltemat@law.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 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 password. Reset your password within 72 hours after you receive this information. After this initial reset, you will need to change your password every six months at password.georgetown.edu.
- ☐ **Law Email**
Your Law Center email address will be in the format, [\[NetID\]@georgetown.edu](mailto:[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 and direct deposit payment election (strongly encouraged).
- ☐ **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@law.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, townsm@law.georgetown.edu, (202) 662-9050
- Public Safety: (202) 662-9325
- Sport and Fitness Center: Ashleigh Farrior, amf228@law.georgetown.edu, (202) 662-9294