## Getting Started at Georgetown Law

**Your Law Center Contacts**

* **J.D. Adjunct Faculty** (teaching non-experiential courses): Sarah Hulsey at sjh52@georgetown.edu or (202) 662-9041
* **J.D. Adjunct Faculty** (teaching experiential courses): Kennisha Austin at kaa114@georgetown.edu or (202) 661-6718
* **LL.M. Adjunct Faculty**: Tiffany Joly at tmj40@georgetown.edu or (202) 662-9319
* **U.S.-based Visiting Faculty**: Sally McCarthy at sem35@georgetown.edu or (202) 662-9041
* **International Visiting Faculty**: Cara Morris at woltemat@georgetown.edu or (202) 662-9860

**Appointment Letter**

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

**Employment Services: Tax and Employment Paperwork**

Submit the required tax and employment forms to the Employment Services Office. If you are accepting your stipend directly, you must complete the first section of the I-9 form, and submit documentation in person before the start of the semester.

**Georgetown Management System (GMS)**

Log into GMS, the online HR system at [*gms.georgetown.edu*](http://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 (W4). Sign up for the direct deposit payment election (strongly encouraged). (Your first payment may be a paper check mailed to your home address in GMS.)

**NetID/Password**

 Look for an email containing your NetID (electronic ID) and temporary password, which you should reset immediately.

**Law Email**

Your Law Center email address will be in the format, *[NetID]@georgetown.edu*. Log into [*apps.georgetown.edu*](http://apps.georgetown.edu/) to view your email. Forward your law email to the email address of your choice - click on the upper-right gear icon, Settings, and Forwarding and POP/IMAP.

**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 mandatory online training course at [*respect.georgetown.edu*](http://respect.georgetown.edu/) before your first class session.

**MyAccess**

Log into MyAccess, the online faculty services portal, at [*myaccess.georgetown.edu*](https://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*](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*](http://www.law.georgetown.edu/campus-services/ist/communications/gulaw-secure.cfm).

**Scott K. Ginsburg Sport and Fitness Center**

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

**Important Contacts for Getting Started at the Law Center**

* Employment Services: McDonough 583, *lawhr@georgetown.edu*, (202) 662-9050
* Facilities Management/Parking: McDonough 154, *lawfacilitiesmgmt@georgetown.edu*, (202) 662-9330
* 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
* Public Safety: (202) 662-9325
* Scott K. Ginsburg Sport and Fitness Center: Brandon Rudolph, *bjr44@georgetown.edu*, (202) 662-4252