Congratulations, and Welcome to the University of Miami Business School. You have proven yourself worthy of selection from a group of exceptional individuals, to be a part of the most elite business education institution in South Florida. It is now your turn to leave a mark on a long and successful history of producing world class students and professionals.

As part of this transition, the information contained in this document will provide you with all the tools you will need to properly navigate your new organization, and how your role will help the Miami Business School persist in achieving its mission.

"Transforming Futures at the Crossroads of the Americas"
Onboarding: Bringing You On Board
Connecting You to the Bigger Picture

Before you receive the proper training needed to meet the expectations laid out by your supervisor and job description, it is important that we properly integrate you into what we believe to be one of the best business schools across the globe. Our goal is to set the tone early on, to ensure that you fully understand how important you are to your new organization. From CEO’s to internationally recognized scholar’s, our employees are world-class individuals, just like you.

You will have a great deal of information given to you in the weeks to come, and this roadmap is created with the intention of providing you a reference for all of the essential information that you will need in order to be an informed and engaged team member.

Leading Up To Day One
Before your scheduled start date, there are a number of things you can do to ensure your transition goes smoothly.

- Check the First Days Web Page
- Fill Out Your "I am the U" Registration
- Make a copy of your signed Offer Letter
- I-20/19 Documentation
- Cane ID: C-number/EMP ID
- Register Your Parking Pass
- Sign in to Workday
- Review the Tip Sheet
- Review Finance Tips

Your First Two Weeks
Throughout the first two weeks in your new position, it is our goal to set you up for success while allowing you to familiarize yourself with your new colleagues and teammates from around the Business School. To gain a better understanding of what this will look like, consult your "Onboarding Schedule" provided by your Supervisor, in order to stay on top of who and where you are supposed to meet everyday.

Business Supplies
When speaking with your new Supervisor and fellow teammates, make sure to get an idea of the supplies they find most useful. This way, next time a supply order goes out, you can get everything you need to be successful in your role. Most importantly, and be sure to order business cards promptly with all necessary contact information.

APPLICATION SOFTWARE MANAGEMENT

In maintaining a high level of competitiveness with contemporary institutions, we have employed an array of software programs to assist us in providing our students with a seamless experience all the way from Admission to Graduation. Review each link below to get a better grasp:

- Office 365
- Online Cloud-Based Microsoft Office Suite
- Access to all Microsoft Apps for download
- CaneLink
- CaneLink Security Access Form
- Student Application Status
- Salesforce
- Cloud Computing software responsible for MBS Sales and Marketing tracking
- CollegeNet
- Application Tracking and Reporting Software
- Student Application Entry Portal
- OnBase
- Online Application Management System

S P I R I T
Service
Professionalism
Integrity
Respect
Innovation
Teamwork

The SPIRIT of Miami Business School

Power of the U
To build an atmosphere based on uplifting those around you, the Miami Business School selects one outstanding employee, per semester, who goes above and beyond the call of duty, and embodies our SPIRIT Values. This is known as the Power of U Award. You can find the nomination form here.

U Learn
As an employee of the University of Miami, you will have complete access to a thousands of online courses, trainings, and certifications through ULearn, UM’s online education portal. You will need to complete five (5) Mandatory Courses as part of your onboarding process. You can check MyTranscript for details.