How Do I?
Tips for Success

We want to make your transition to William & Mary as smooth as possible! To help prepare you for a successful first day, we have listed three important “To Do’s” for you to complete on or before your first day of employment.

1. Activating your account
   Activating your account is a three step process.
   1. Get your Banner ID Number
   2. Get your WMuserid
   3. Get your Password
   Detailed instructions on how to set up your account can be found at: http://www.wm.edu/offices/it/services/accounts/wmuserid/index.php
   Questions? Contact the Technology Support Center for help.

2. Obtaining an ID card
   Your ID card, or Tribe card, can be obtained at Tribe Card Services located in the Campus Center. Tribe Card Services is open Monday-Friday 8:00am-5:00pm.
   Your first Tribe card is on us! If your Tribe card is lost or damaged, a new card can be issued at a cost of $23.
   Please remember to bring a current government issued photo ID with you.

3. Purchasing a Parking Pass
   Before your first day, contact the Human Resources department in Bell Hall to obtain a complimentary temporary parking pass. This will give you ample time to purchase a pass from Parking Services.
   Short term parking is located on the right when facing the Parking Services building. These spots do not require a parking pass.
   To register a vehicle at Parking Services you will need the following:
   - Current state registration
   - Proof of insurance
   - W&M card or driver’s license
   Decal placement and rules and regulations information can be found at: https://www.wm.edu/offices/auxiliary/parkingandtransportation/parking/faculty_staff/index.php

Contact
Technology Support Center, Jones Hall Room 208
200 Ukrop Way
(757) 221-4357

Tribe Card Services, Campus Center Room 169
104 Jamestown Road
(757) 221-2105

Human Resources, Bell Hall
109 Cary Street
(757) 221-3169

Parking Services
201 Ukrop Way
(757) 221-4764