



New Instructor Information

Instructor: Please attach resume/vita and send completed form to the Division Secretary in exchange for your ID and Delhi accounts

Last Name: _____ First Name: _____ MI: _____

Date of birth: _____ SSN: _____

Home Address: _____

Home Phone: _____ Cell: _____

Personal e-mail: _____

Do you currently work for another NYS agency? Yes No

If yes, please list: _____

Division Secretary: Please complete below, send copy of this form and resume/vita to dibbleam@delhi.edu and elwellja@delhi.edu

Department: _____ Subject Area: _____

Beginning Semester: _____ Number of Courses: _____

Date set-up request sent to Andrea Dibble: _____

Delhi ID: _____ Pin #: _____

Employment Status: Non-Temp Temp Student Employee

Campus Building/Room/Phone/and key #: _____

Date user accounts requested (attach copy of request): _____

Date user contract verified (attach copy of e-mail): _____

Date contract sent to Provost: _____

Date Instructor notified/given (as applicable):

Course Outline

Office location & phone

Instructor Manual

Phone pins ready

Keys ready

Delhi webmail instructions attachment

Pin# for Bronco Web (goatpad)

Username for windows & webmail

Mailbox

800# for ID, webmail, windows username & Bronco Web