Happy Move-In Day!

We’re excited to have you here! We have included some important information in this packet that you need to know.

Click the links to bring you there or scroll down to view. Save this document on your phone, tablet or laptop for future access.

Stay Informed with New Paltz Forward

Move-in Dates

Student Move-in To Do List:

Prior to your move-in day

1. Read the Fire, Health and Safety Regulations and Prohibited Items List to determine what items you should not bring to campus
2. Read the Packing Guide for information on what the college provides and suggestions on what you should bring
3. Submit an Emergency Information Form

On move-in day

1. Check in with an RA prior to going to your room – When you enter your building, look for signs directing you to the check-in station
2. Submit a Room Condition Form
3. Check your building’s bulletin boards when you arrive for the time and location of your all-hall meeting

Life at New Paltz: Resources for you!

Technology Quick Reference Guide

How to submit a work order

Important Campus Numbers and Contact Information
Room Condition Form (RCF) Instructions & Cheat Sheet

Before you get settled, it’s important you document the condition your room is in as soon as possible.

Make sure you fill this out thoroughly to avoid billing for damages that aren’t yours upon moving out.

Click here to fill out your RCF

Please read the instructions carefully!

Emergency Cards

Required for all students

Log in using your New Paltz email: username@newpaltz.edu.

Returning students must also enter their user name ending with @newpaltz.edu and should NOT enter their old Hawkmail address.

Example: enter martin34@newpaltz.edu NOT martin34@hawkmail.newpaltz.edu

Click here to fill out your Emergency Information Form
## Technology Quick Reference Guide

<table>
<thead>
<tr>
<th>Category</th>
<th>Instructions</th>
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| WiFi Wireless         | • Go to your Wireless Settings  
                          • Select “NP Hawks” Network  
                          • Log in using your NPCUID and password (the same credentials you use to log into my.newpaltz.edu)                                                                 |
| Wired Network         | • Connect your computer to the wall jack with an Ethernet cable  
                          • Open a browser; you will be redirected to a login screen  
                          • Log in with your NPCUID and password *(Borrow an Ethernet cable from the Help Desk in Humanities 103)*                                                                 |
| Gaming and Media Devices | • Go to [http://access.newpaltz.edu](http://access.newpaltz.edu)  
                          • Log in using NPCUID and password  
                          • Click “create device”  
                          • Enter a device name (e.g., Pat’s Nintendo Switch)  
                          • Enter the device’s MAC address  
                          • You will be given a unique passcode. Find the WiFi network “NP Hawks Devices” and enter the passcode                                         |
| Wireless Printing     | • [Download Wireless For Printing Instructions](#)                                                                                                                                                        |
| Lab Printing          | • Log into lab/classroom PC with your NPCUID and Password  
                          • Print as normal from desired program  
                          • Click on “details” in the PaperCut box in upper right hand corner of desktop  
                          • Click on “job pending release” in left menu of PaperCut  
                          • Once the pending job is displayed click “print” or “cancel”                                                                                                                                         |
| TV                    | • [Report cable TV problems in “quick contact”](#)                                                                                                                                                        |
| ID Card Access        | • Card Services Location: Student Union Bldg. (Room 64)  
                          • Phone: (845) 257-3034  
                          • Email: cardaccess@newpaltz.edu  
                          • [LOST/FOUND ID CARD](#)                                                                                                                                               |
| IT Support            | • Service Desk Location: Humanities Room 103  
                          • [https://support.newpaltz.edu](https://support.newpaltz.edu)  
                          • Email: servicedesk@newpaltz.edu  
                          • Phone: (845) 257-4357                                                                                                                                                    |
How to Submit a Work Order

For internet issues, submit a ticket to IT.
See the Technology Quick Reference Guide for more information.

1. Log in to my.newpaltz.edu
2. Click on the “students” tab
3. Click on “Residence Life” under the Resources column
4. Click on “Work Request Form”

Tips for writing your work order:

- Be specific! Words like “big” “small” “broken” “doesn’t work” are not specific or helpful, and don’t let us know exactly what needs to be fixed.
- Be specific about the location of the issue.

Example of a helpful description:

“Hello, the bottom drawer of my desk does not close properly. It is jammed and off the tracks. It is located on the right side of the room, next to the bed. Thank you!”

Example of a not helpful description:

“Hello, my drawer is broken. I’m in room 123. Thank you!”

Speak to an S/RA if you have any questions!
## Important Numbers

Click the links for more information!

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td>(845) 257-2222</td>
<td><a href="mailto:upd@newpaltz.edu">upd@newpaltz.edu</a></td>
</tr>
<tr>
<td>Health Center</td>
<td>(845) 257-3400</td>
<td><a href="mailto:healthservice@newpaltz.edu">healthservice@newpaltz.edu</a></td>
</tr>
<tr>
<td>Counseling Center</td>
<td>(845) 257-2920</td>
<td>Please call Mon – Fri 8:30am 4:30pm. After 4:30pm, you can access a counselor-on-call by speaking to a Resident Assistant (RA) or by calling University Police.</td>
</tr>
<tr>
<td>Card Services</td>
<td>(845) 257-3034</td>
<td>Click to access Quick Contact</td>
</tr>
<tr>
<td>Residence Life</td>
<td>(845) 257-4444</td>
<td><a href="mailto:reslife@newpaltz.edu">reslife@newpaltz.edu</a></td>
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