Department Resources Contact Sheet

Access

Building Access

**BMS:** Allison Connally ([Allison.Connally@ucf.edu](mailto:Allison.Connally@ucf.edu))
*Supervisor emails copy of UCF ID card

**Lake Nona:** Lisa Simcoe ([Lisa.Simcoe@ucf.edu](mailto:Lisa.Simcoe@ucf.edu))
*Supervisor emails to request access

Traka Boxes

**BMS/HPA II:** Allison Connally ([Allison.Connally@ucf.edu](mailto:Allison.Connally@ucf.edu))
*Supervisor emails request with employee/student name and approved keys
*Employee/student brings UCF ID card to Allison in HPA II 335B to set up access

**Lake Nona:** Lisa Simcoe ([Lisa.Simcoe@ucf.edu](mailto:Lisa.Simcoe@ucf.edu))
*Supervisor emails request with employee/student name and approved keys
*Employee/student brings UCF ID card to Lisa in BBS 101 to set up access

Business Cards

**Lake Nona:** Lisa Simcoe ([Lisa.Simcoe@ucf.edu](mailto:Lisa.Simcoe@ucf.edu))

**Main Campus:** Allison Connally ([Allison.Connally@ucf.edu](mailto:Allison.Connally@ucf.edu))
*Provide the following information:
- Name, Title, Department/Division, Address, Email, Phone Number, Fax Number (optional)

Conference Room Reservations

Send email to primary location specifying the room(s) you want to book and if IT assistance will be needed. The appropriate staff member will assist with booking the reservation.

*VC = Videoconference Capable

Annex: [BMRAReservations@ucf.edu](mailto:BMRAReservations@ucf.edu) (Maria Windyga 407-882-2250)
- Room 139 (VC – Max. 18)

BMS: [BMSReservations@ucf.edu](mailto:BMSReservations@ucf.edu) (Cyrille Unico 407-823-1312)
- Room 136A (VC – Max. 15)

HPA II: [HPAIIReservations@ucf.edu](mailto:HPAIIReservations@ucf.edu) (Anders Marini or Chad Russell 407-823-5932)
- Room 307: Lake Nona Satellite Office
- Room 308: Adjunct Satellite Office
- Room 335H: Collaboration Room/Small Conference Room (Max. 10)
- Room 345: Main Conference Room (VC – Max. 40)

Lake Nona: [BBSReservations@ucf.edu](mailto:BBSReservations@ucf.edu) (Lisa Simcoe 407-266-7001)
- Room 101L: Admin Suite (VC – Max. 16)
- Room 103: Large Conference Room (VC – Max. 60)
- Rooms 215, 315, and 415: Larger conference rooms (Max. 13)
- Rooms 275, 376, and 475: Smaller conference rooms (Max. 8)

*For additional assistance refer to the contact person at each location

Updated 9/24/18
Door Inserts/Name Plates

Annex: Maria Windyga (Maria.Windyga@ucf.edu)
BMS: Cyrille Unico (Cyrille.Unico@ucf.edu)
HPA II: Allison Connally (Allison.Connally@ucf.edu)
Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

*Provide the following information:
- Name, Title

Facilities

www.portal.biomed.ucf.edu
- Login with UCF email and email password
- For urgent Facilities problems, call 407-823-1994 or 407-266-7039
- For emergency after-hour issues, contact Joseph Myerson at 407-314-7536

Federal Express

Annex: Maria Windyga (Maria.Windyga@ucf.edu)
BMS: Cyrille Unico (Cyrille.Unico@ucf.edu)
HPA II: Anders Marini or Chad Russell (Anders.Marini@ucf.edu or Chad.Russell@ucf.edu)
Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)
*Contact the person in your building for FedEx directions or questions.

Graduate Program

BSBSGradAdmissions@ucf.edu – For prospective students/applicants to ask questions and send documents
BSBSGradAppts@ucf.edu – For students to set up an appointment with the graduate program
BSBSGradForms@ucf.edu – All students must send any forms to this email (except registration forms)
BSBSGradInfo@ucf.edu – For questions about anything other than admissions, forms, and registration
BSBSGradRegistration@ucf.edu – For students to send questions about registration and registration forms

HR-Related Questions

Allison Connally (Allison.Connally@ucf.edu) 407-823-0978
*To hire someone into a research lab, contact Greg Norris (Greg.Norris@ucf.edu) 407-266-7009

IT

https://ucf.service-now.com/ucfit
- Login with NID and NID password
  - Report an Issue > Health IT Assistance
- For urgent IT problems, call 407-823-2912 or 407-266-7034

Parking

Annex: No UCF decal required
BMS: UCF decal required
*To utilize a Reserved Spot for a visitor, contact Cyrille Unico (BMS 136) 407-823-1312
HPA II: UCF decal required
*To obtain a Daily Parking Pass for a guest speaker, contact Anders Marini or Chad Russell (HPA II 335) 407-823-5932
Lake Nona: UCF decal required
*Visitor parking spots are only to be used by people not affiliated with UCF

Updated 9/24/18
Payroll
BSBSPayroll@ucf.edu
*Please try to avoid emailing timesheets; LAPERs may be emailed

Purchasing
BSOrders@ucf.edu
*Email completed Supply Request Form (SRF)

Reimbursements
Susie Nisavic (Susie.Nisavic@ucf.edu)
*Reimbursements for food:
  • Must have approval or be arranged by Administration
  • The maximum is $50.00 per person including tax and tip
  • The original detailed and credit card receipt are required for reimbursement
  • Please provide the names of all attendees

Travel
Maria Windyga (Maria.Windyga@ucf.edu) 407-882-2250