

Department Resources Contact Sheet

Access

Building Access

BMS: Allison Connally (Allison.Connally@ucf.edu)

- Supervisor emails employee/student name and Employee ID/UCFID number to request access

Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

- Supervisor emails employee/student name and Employee ID/UCFID number to request access

Traka Boxes

BMS/HPA II: Allison Connally (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)

- Supervisor emails request with employee/student name and approved keys
- Employee/student fills out form with Lisa in BBS 101 to set up access

Business Cards

Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

Main Campus: Allison Connally (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 (Maria Windyga 407-882-2250)

- Room 139 (VC – Max. 18)

BMS: BMSReservations@ucf.edu (Cyrille Unico 407-823-1312)

- Room 136A (VC – Max. 15)

HPA II: HPAIIReservations@ucf.edu (Anders Marini or Chad Russell 407-823-5932)

- Room 308: Satellite Office
- Room 345: Main Conference Room (VC – Max. 40)

Lake Nona: BBSReservations@ucf.edu (Lisa Simcoe or Amy Postlewait 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)

Videoconference: The staff member reserving the room(s) will submit the request.

For additional assistance refer to the contact person at each location

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

Engineering/Facilities

<https://ucf.service-now.com/ucfit>

- Login with NID and NID password
 - Request a Service > Academic Health Sciences Center > BSBS Engineering Incident –OR–
 - Call or email Amy (407-266-7015 or Amy.Postlewait@ucf.edu) to submit a ticket on your behalf
- For **urgent Engineering/Facilities** problems, call 407-823-1994 (Main Campus) or 407-266-7039 (LN)
- For **emergency** after-hours issues, contact Carol Lanouette at 407-430-8846

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 (Main Campus) or 407-266-7034 (Lake Nona)

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

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