Welcome to JILA!

A quick-start guide for new JILAns

Payroll, Benefits, and Visa Information:
See Agnieszka Lynch (A304) for payroll, benefits, and visa information. She will provide you with the necessary forms (for graduate students and Research Associates).

Office and Keys:
Stop in to see Kim Monteleone (A236) for your office assignment and see Reception for Directory Forms. Please note that you will need to review basic lab safety information and take a brief test before receiving your lab keys.

Telephone and Parking:
Your JILA phone number is assigned to your office. Reception can let you know your phone number when they give you office keys. To call another person at JILA or CU, simply pick up the phone and dial the last five digits. To get an outside line, dial 8. Maryly (x2-7793, A306) can assist you with phone issues, and will also assist you with in reserving a parking spot if you require one.

Lab Safety:
See Eyvon Petty (A231) to receive your lab safety materials. Once this is complete, you can receive your lab keys from Reception (A235). Staff and Visiting Fellows receive keys from Kim. all others receive keys from Reception.

Network Access and E-Mail:
To set up your JILA network and e-mail account, navigate to the JILA Member's Site and select “Request Computing Account”. You will need to have another member of your group log in for you. You can also visit Dan Packman in S220, or any member of Computing in that hallway.

Note: Any device connecting to the JILA network (wired or wireless) will need to be registered through the “Computer Network Registration” link on the Member’s Site before it can send e-mail or print.

People to know:

Tom Perkins
JILA Chair

Beth Kroger
JILA Chief of Operations and Safety

Kim Monteleone
Executive Assistant

Agnieszka Lynch
Human Resources

Maryly Dole
CU Travel, Parking, and Phones

Eyvon Petty
Executive Office Assistant and Lab Safety