1. **COMPLETE THE FOLLOWING FORMS AND RETURN THEM TO YOUR DEPARTMENT OFFICE:**

   A. **Statement of Professional Preparation and Experience Form** (SC-1)

   B. **Total Employment Disclosure Form** (TIED Form Instructions)  
      (Complete form through your CSUN Portal)

2. **COMPLETE THE NEW EMPLOYEE SIGN-IN PROCESS**

   Visit the following link: [https://www.csun.edu/hr/new-employees](https://www.csun.edu/hr/new-employees) or in-person by visiting Valera Hall, First Floor, Room 165.

   Be prepared to present the required documentation for I-9 Verification of employment eligibility (see attached list of acceptable documents). As part of the Sign-In Process, you will be photographed and provided with a picture Identification (ID) Card.

3. **PURCHASE CAMPUS PARKING PERMIT (optional)**

   Purchase online by visiting the following: [https://www.csun.edu/parking](https://www.csun.edu/parking) or purchase in-person at the Office of Parking and Transportation Services located at 9222 Darby Avenue (Corner of Darby Ave. & Prairie Street)

   Be sure to bring your California or Campus I.D. card with you for identification and eligibility purposes if purchasing in-person.

4. **DEPARTMENT ORIENTATION (varies by department)**

   Obtain information regarding keys, email, technological resources, library, etc.

5. **LIVESCAN FINGERPRINTING (required for certain classifications)**

   Report to Public Safety, 9222 Darby Avenue (Corner of Darby Ave. & Prairie Street)  
   Tel: (818) 677-2113.