

**Haas School of Business Quick Guide**  
***Staff who can help you when you first arrive***

<b>What would you like to do?</b>	<b>Contact Person</b>
Complete hiring paperwork Receive campus employee ID Parking and Transportation information	Ula Furman Dean's Office, Room S522K <a href="mailto:ufurman@haas.berkeley.edu">ufurman@haas.berkeley.edu</a> , 510.642.1402  Yuko Noguchi Dean's Office, Room S522K <a href="mailto:noguchi@haas.berkeley.edu">noguchi@haas.berkeley.edu</a> , 510.642.6191
Order computer equipment Network problems Consult on learning management systems	Bryan Lin Enterprise Computing & Service Management, Room S300C <a href="mailto:bryan@haas.berkeley.edu">bryan@haas.berkeley.edu</a> , 510.643.3316
Offering help with teaching strategies Course syllabus development Use of technology in classroom	Sue George Center for Teaching Excellence, Room S518 <a href="mailto:sueg@haas.berkeley.edu">sueg@haas.berkeley.edu</a> , 510.643.4870
Classroom technology	Media Services Room S300W, 510.643.0431 <a href="mailto:resi@haas.berkeley.edu">resi@haas.berkeley.edu</a>
Order text books Photo copy requests & guidelines Office and teaching supplies Online readers	Dave Stuckey Haas Gear Store, Room S545 <a href="mailto:dstuckey@haas.berkeley.edu">dstuckey@haas.berkeley.edu</a> 510.643.8404
Set up & physical office needs Purchase office furniture	Gerardo Campos Facilities Office, Room S549 <a href="mailto:gcampos@haas.berkeley.edu">gcampos@haas.berkeley.edu</a> , 510.642.4617
Business cards, office keys, printed Directory for Haas staff & faculty, email addresses, Program Offices and administrative requests	Your Faculty Assistant

IT Help Desk

[helpdesk@haas.berkeley.edu](mailto:helpdesk@haas.berkeley.edu), 510.642.0434

Building infrastructure repair

[fixit@haas.berkeley.edu](mailto:fixit@haas.berkeley.edu)