

**Adjunct Faculty Offices**  
**Cohen Hall CH 101 973-328-5091**  
**Fact Sheet**

**Adjunct Faculty Offices:**

William Satmaria - contact person 973-328-5400 – [wsatmaria@ccm.edu](mailto:wsatmaria@ccm.edu)

**There is one office for your use: Cohen Hall 101. For your information, CH 101 is unlocked each morning by Public Safety and remains unlocked during the day.**

**Printing:**

Please check with your department to determine how your printing needs will be met. Departments use the Print Shop located in Cohen Hall 150 for the majority of their printing.

**Copier:**

The Canon copier located in CH 101 is to be used for occasional copy only. If you plan to use the copier, please contact W. Satmaria so that you can be set up with a copier ID. Please **do not** make any transparencies on this copier. The copier requires a particular **Canon transparency**. Any transparency copying should be done through your department or through Printing.

**Equipment:**

There are computers with Internet access and a network printer in CH 101. Any documents saved on the hard drive are automatically deleted, so please remember to save your documents to an external device. To use the computers, please log on using your Network User ID and password. (User ID is usually first initial and last name – jsmith). If you can't log in, please contact the SOLUTION CENTER at ext. 5600 for further assistance. To keep your User ID and password secure, you must log off at the end of your session.

**Adjunct E-Mail Account:**

To access your e-mail, please go to the following site: [www.ccm.edu](http://www.ccm.edu)

On the bottom center of the page—click on the Faculty/Staff icon. This will bring you to the Faculty/Staff page. On the left side of the page you will select Faculty/Staff Email. You will be prompted to type in a username and password (see format below)

Username: FirstInitialLastName (Example: jsmith)

Password: ccmP@ssword1234 (for all new users)

E-mail Address: [FirstInitialLastname@ccm.edu](mailto:FirstInitialLastname@ccm.edu) Example: [jsmith@ccm.edu](mailto:jsmith@ccm.edu)

First time users will be prompted to change their password. New passwords must be 15 characters in length and should include letters AND numbers. The password can include uppercase and special characters. Additional password requirements can be found at

<https://www.ccm.edu/ccm-self-service-portal/faculty-staff-self-service-portal/changing-your-password/>

If you encounter problems accessing your CCM e-mail, please contact your department administrative assistant to verify that you have been added to the CCM e-mail system as an adjunct faculty member. For all other e-mail problems, please contact the Solution Center at 973-328-5600 or by e-mail at [solutioncenter@ccm.edu](mailto:solutioncenter@ccm.edu)

Please note that you can find internal information posted on the College's Intranet <http://www3.ccm.edu/spider/>

**Interoffice or off-campus mail:**

There are no mail pick-ups from either of the adjunct faculty offices. Please use your department's interoffice or outgoing mailbox.

**Lockers**

Lockers are in CH-101, please contact Nan Shoenfelt at [nshoenfelt@ccm.edu](mailto:nshoenfelt@ccm.edu)