

UD Faculty Orientation – Document & Facility Checklist

A	Document and Facility at/around SWUFE	
	1	<input type="checkbox"/> SWUFE gate access (face recognition or QR code)
	2	<input type="checkbox"/> SWUFE campus (cafeteria; gym; gates, etc.)
	3	<input type="checkbox"/> Faculty card, how to recharge, how to register the face recognition for faculty lounge
	4	<input type="checkbox"/> iSwufe WiFi access (username: _____ password: _____) http://wifi.swufe.edu.cn/
	5	<input type="checkbox"/> IT facilities in the classroom, how to connect personal laptop to the display system (HDMI)
	6	<input type="checkbox"/> Metro stations around SWUFE
	7	<input type="checkbox"/> Chinese bank account (local debit card)
	8	<input type="checkbox"/> SIM card
B	Document and Facility at SWUFE-UD Institute of Data Science	
	9	<input type="checkbox"/> Certificate of Employment (required when opening the Chinese bank account)
	10	<input type="checkbox"/> Office key
	11	<input type="checkbox"/> Electronic access for the main entrance, conference room 101, and meeting room 117 Username: → press “OK” → Password: → press “OK” <u>UD faculty only.</u>
	12	<input type="checkbox"/> Air conditioner control at conference room 101 Start/Shut down: 开机、关机, Cooling 制冷/heating 制热 switching: 模式, Temperature: 温度, Air volume: 风量 (high 高速, medium 中速, low 低速)
	13	<input type="checkbox"/> PC (username: _____ password: _____)
	14	<input type="checkbox"/> Printer: <u>Samsung K7600 Series</u>
15	<input type="checkbox"/> Our staffs: https://dids.swufe.edu.cn/EN/About/Administrative/General_Administration.htm Xiaoyu (G112), Lucia (G110), Leo (G109)	