

UMSN Department Email Addresses for Operations Teams

IT: nursing-help@umich.edu

For UMSN faculty and staff to IT and technical support requests and questions.

Facilities: umsn-facilities@umich.edu

For staff and faculty to report non-urgent facilities issues, request facilities service, employee ID renewals requests, keys requests, departmental requests for guest parking permit, departmental requests for COVID-19 supplies.

Faculty Support: umsn-facultyadminsUPPORT@umich.edu

For faculty to request administrative support for non-research needs including document formatting, Qualtrics survey creation, textbook orders, Doodle polls for meeting scheduling, Canvas site support including test question banks, conference room reservations, faculty CVs.

Marketing & Communications: umsn-comm@umich.edu

To request communications support services, including: graphic design, social media, email marketing, event promotion, website content development, and branding. Community members are encouraged to use this inbox to submit news and feature story ideas. Please note that requests for video work should go through the [Faculty & Staff Services Portal](#) (see below).

Admissions and Records: umsn-recordsteam@umich.edu

For UMSN faculty and staff for data requests, course and classroom scheduling, and information related to the Faculty Activity Schedule. This inbox is also utilized to communicate information related to graduate enrollment management. UMSN colleagues and campus partners engaged in registrar-related activities may also utilize this email address to communicate information or ask questions.

Human Resources: umsn-hr-office@umich.edu

All HR requests can be sent to this email group; including salary effort changes, requests to post/hire/end appointments, data requests, and general HR information (payroll, time keeping, leaves of absences, etc.).

Finance: umsn-finance@umich.edu

For staff and faculty to request payments, concur reimbursement, and other financial requests or questions.

Proctoring: umsn-proctor@umich.edu

For faculty, students and academic advisors to communicate information about approved testing accommodations, provide acknowledgement of accommodations each term and schedule a proctor for accommodated exams.

Financial Aid: umsn-scholarships@umich.edu

Project Management Office:

For Project Management Office requests please use the [Faculty & Staff Services Portal](#).