



NEW EMPLOYEE VIRTUAL PASSPORT

UNC WILMINGTON

Beginning your career at UNCW is a journey like no other... and your New Employee Virtual Passport is a way to help you track your adventure! On the pages of your passport, you'll find eight campus services to "visit" (virtually, of course). Read the instructions below, then click **Open Passport** to get started!

HOW TO COMPLETE YOUR VIRTUAL PASSPORT

- 1 Open your virtual passport (PDF) using Adobe Reader or Adobe Acrobat. *Do NOT open the PDF with a web browser (like Microsoft Edge or Google Chrome).*
- 2 Download and save your virtual passport (this PDF) to your computer. *Be sure to save this somewhere that you can easily find it again.*
- 3 Add your name and start date to your virtual passport. Click **save**.
- 4 Begin your journey! To "visit" a destination, simply go to the [Virtual Passport website](#), click on the destination, and watch the video.
- 5 Track your adventure. After "visiting" a destination, click **Collect Stamp** to mark that destination as complete on your virtual passport. This will automatically fill in today's date as your date of completion. Be sure to **save** your file after each visit.
- 6 Complete your expedition. After you have visited all eight destinations, click the **Submit Passport** button, located on the top-right corner inside your passport, to email your completed passport to the Onboarding Center.

Your Name: _____

Advancement

Renowned for its fundraising and event hosting expertise!

Date Visited:

Campus Rec

A place to find adventure, exercise, and well-being.

Date Visited:

OUR

A one-stop shop for design, branding and media!

Date Visited:

Postal Services

A destination to fulfill all your mailing and passport needs.

Date Visited:

TIP:

If you accidentally click **Collect Stamp** before you've visited a destination, simply click the **Reset** button below that destination to clear it!

Start Date: _____

Printing Services

A journey full of paper, scanners, ink and copiers.

Date Visited:

Randall Library

Travel here for books, movies and more!

Date Visited:

Recycling

Discover how YOU can be a sustainable Seahawk!

Date Visited:

Skillport

Expand your mind with classes and resources on Skillport.

Date Visited:

TIP:

If you forgot to collect your stamp on the day of your visit, no worries! Just click **Collect Stamp**, then hover over the date. Then, click the arrow to access a drop-down menu from which you can select the correct date.