**Easier Access to Compass Online Travel Reservations**

Effective October 24, you will no longer need to use your Compass username and password to log in to Compass—just use your NU NetID and password to log in. All of your Compass profile information is associated with your NetID, so it will load automatically when you log in.

Compass is the online tool used by Northwestern faculty and staff to book travel reservations. With Compass, you can bill directly to your department chart string. (You can also bill to your personal credit card.) Provided by Tower Travel, Compass is pre-populated with Northwestern’s negotiated rates and travel policies. The online rate for booking through Compass is only $7.

Only current, benefits-eligible faculty and staff can use Compass. If you do not meet these requirements but still need access, visit the [Travel Services website](#) for instructions on obtaining access. If you meet these requirements but you’re having trouble logging in, visit the [NUIT website](#) or call 1-4357.

For more information on Compass, visit the [Travel Services Compass webpage](#).

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**New Part-Time/Temporary Employee IDs**

The WildCARD Office is now able to issue an NU ID Card for Part-Time/Temporary Employees. This card is for part-time/temporary employees who have been confirmed to obtain such card via authorization from a department or school administrator. Following are the instructions on obtaining this card:

1) The employee's supervisor/administrator should email a request to wildcard@northwestern.edu with the following information:
   - Name of part-time/temporary employee
   - ID number of part-time/temporary employee
   - Expiration date for the card (based on expected end of employee assignment)

2) The part-time/temporary employee should go to the WildCARD office with their employee ID number and a picture ID (driver’s license, state ID, or a valid, unexpired passport) to obtain the card.

Employees with this card are able to ride the Evanston Loop, Campus Loop, and Ryan Field Shuttles (but not the Intercampus Shuttle), in addition to some other privileges. For the complete list, visit the [WildCARD website](#). For more information about the card, contact Art Monge at 7-3135.
Shuttles Get a Fresh Look

Check out Northwestern University’s shuttle service this fall. The buses are bigger and better. Location tracking and routing are greatly enhanced, and there’s even a diesel/hybrid model (look for the bus with the raised battery pack in the rear).

The new vehicles burn fuel much cleaner than the previous fleet, with engines and exhaust systems that meet 2010 EPA emission standards. The hybrid is especially cleaner and quieter during acceleration and is being tested on the Ryan Field route in the morning and the Evanston Loop in the evening. The improvements came out of a new contract with The Free Enterprise System, Inc.

Ridership on all campus shuttle routes continues to rise. Total one-way rides on the intercampus route exceeded 600,000 in fiscal year 2011, up from 546,000 in 2010. The upward trend in ridership is due to improved communication through the Web, smart phones and social media.

Bus tracker features and an iPhone app were introduced last year. This year riders can scan a QR code off the shuttle sign and go directly to a shuttle tracker that shows where the next approaching bus is on the route.

Based on feedback from Associated Student Government, the City of Evanston and the CTA, University Services has made a number of route improvements:

• The Ryan Field shuttle has been rerouted further south on Ridge Avenue to accommodate students living south of campus and help alleviate Intercampus shuttle capacity issues at the northbound Chicago/Davis stop.
• All shuttle schedules have been tweaked so buses are more spread-out and there are fewer back-to-back buses running along Sheridan Road.
• University Services has launched a transportation news page to summarize late-breaking changes, reroutes and updates to the ongoing Evanston sewer project.
• The intercampus shuttle, which is operating at maximum capacity for a number of rush-hour runs, stresses a strict WildCARD requirement. Drivers have been instructed to allow passengers to ride the shuttle with an expired WildCARD, but only if they are willing to surrender the out-dated card.
• A second Frostbite shuttle has been introduced for winter. The Frostbite Sheridan service provides transport between north and south campus along Sheridan Road, and operates in conjunction with the Frostbite Express, which travels between campus and nearby neighborhoods on the same route as the Evanston Loop shuttle.

For more information, visit www.shuttle.northwestern.edu.
**WildCARD Advantage Spotlight**

**MERLE’S #1 BARBECUE**

Locally owned and operated, Merle’s #1 Barbecue has been a destination for fantastic barbecue since 1992. They are located right near campus—just east of Century Theatres and next door to Evanston Athletic Club. In addition to their award-winning barbecue, Merle’s also sports a top notch burger list, abundant fresh salads, awesome steak, cold beer, and terrific fresh seafood.

Discount: 15% off food only (not valid with any other offer)

1727 Benson Ave.,
Evanston, IL 60201,
847.475.7766

Hours:
M, T, Th: 4:30 pm - 9:00 pm
W, F: 4:30 pm - 10:00 pm
Sat: 12:00 pm - 10:00 pm
Sun: 12:00 pm - 9:00 pm

www.wildcardadv.northwestern.edu

Discount: Visit the WildCARD Advantage web page for details.

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**Charter a Bus with US!**

University departments, schools and student groups requiring special transportation for business or school-related trips may charter transportation through University Services. Charter services are provided by our pre-screened transportation vendors, who offer competitive pricing and outstanding customer service. Choose from a variety of vehicles, from 14-passenger vans to 56-passenger luxury coach buses, trolleys, limousines, and more. Our competitive rates include a uniformed driver and a clean, comfortable vehicle.

We ensure that all of our transportation vendors maintain current insurance and compliance with all industry standards. We check the safety records of all transportation vendors. Drivers will arrive at requested pick-up and delivery times.

You can bill to your department/school chart string, and if a problem arises with your trip or billing, we can help you resolve it. It’s easy to make a reservation. Just call 3-4147 or use our online Vehicle Reservation Form.

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**United Way Campaign Update**

The NU United Way Campaign has raised over $220,000 and is still going strong. But we need your help to reach our goal of $300,000! This is your chance to help those members of our community who are in need through contributions to the campaign.

The annual web-based silent auction will be held Nov. 4-11. We will have over 100 prizes listed, including an Apple iPad, sports memorabilia, Bears & Blackhawks tickets, and a Saturday Night Live transcript autographed by Seth Meyers. Look for an email about the auction the first week of November.

Don’t forget – this is an “open” campaign, so you can donate to any charity of your choice. See www.guidestar.com for information on eligible organizations and include the charity’s address and phone number on your donor form.

If you return your donor form (with or without a contribution) by Dec. 31, you will be enrolled in our Year-End Raffle. We have some terrific prizes for this year’s Raffle, including Best Buy gift cards, Visa gift cards, NU memorabilia, and gift certificates to local restaurants.

To donate, visit the NU United Way website. Donations may be made via check, payroll deduction, or online with a credit card. For your convenience, we will also be sending one more campus mail solicitation envelope in the first week of December.

**GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED.**

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First Choice • Fall 2011
Purchasing Resource Services News

NEW COFFEE SERVICE VENDOR

Purchasing Resources Services and a committee of University staff recently conducted a formal bid process to establish a new Preferred Vendor for coffee service. Embassy Coffee was selected as the vendor that represented the best overall value to NU departments and schools. Service from this vendor replaces the coffee service provided through FilterFresh. Note: If you have already transitioned your coffee service to Embassy, don’t forget to discontinue your prior vendor.

Embassy is a Minority Business Enterprise (MBE) offering many of your favorite brands at competitive prices. All machines are provided free of charge with your regular coffee or tea orders, and there is an option to purchase a machine. There are no minimum orders or delivery charges.

Visit the PRS vendor page for Embassy Coffee to find information on rates and procedures.

DATA BACKUP SERVICES

Purchasing Resources Services and NU IT recently selected Code 42 Software as the University’s provider of data backup services. Regular data backups reduce the risk of permanent data loss which can occur for many reasons including, hardware failure, power failure, and virus attacks. Code 42’s CrashPlan Pro service is a high-performance, cross-platform backup solution that provides continuous data protection and restore capabilities of desktop and laptop machines running supported Windows, Mac OS, and Linux/Solaris operating systems to the NU community subscribing to the service.

Preregistration is encouraged—just complete the online pre-registration form. Upon receipt of the registration form, a technician will contact you to schedule an appointment.

If the timing of this event doesn’t work for your lab, the next Calibration week will be held in February. For questions about calibration services, contact Ellen Barnes at 1-3274.

Airfare Buying Tips (excerpted from Chicago Tribune)

• According to an industry analysis, 2:00 pm Central time on Tuesdays is the optimal time to start shopping for airline tickets because that is when airlines begin to discount their fares. Sales typically end by Thursday night.
• Better prices on tickets don’t start until about 3 1/2 months before departure and prices rise dramatically starting about 14 days before departure.
• The cheapest days to fly are generally Tuesday, Wednesday and Saturday.
• When shopping for multiple passengers, shop for a single seat too. If you have a party of two or more, you might find a single seat costs $200, but seats for two or more people cost $300 each. Everybody on the same itinerary has to have the same price, so if you have two or more people and there’s going to be a cheaper seat, the airline will bump all seats to the next higher price.

Record Number of Documents Shredded at Shredding Event

We had an outstanding turnout at this summer’s shredding events in Evanston and Chicago. A total of 662 boxes of documents were shredded, which is almost double last year’s amount of 390. This free annual event is provided faculty/staff to safely dispose of sensitive documents from their department or school.

If you have more frequent shredding needs, contact ShredX, Northwestern’s Preferred Vendor for document destruction. They can help you arrange regular service at a competitive rate. For more information on ShredX, visit the ShredX Preferred Vendor Profile webpage.

For more information on NU’s Retention of University Records Policy, visit the University Policies webpage.
Chevy Truck For Sale
Motor Pool has a 2004 Chevrolet Colorado Pickup Truck for sale:
• $7,450 or best offer
• Regular cab, 2-wheel drive, white exterior
• 2.8L engine, automatic, air-conditioning, 4-wheel ABS, payload cover
• 43,000 Miles
For more information, contact David Kite at 1-3560.

Vending Services Brings Joy to 620 Lincoln
When staff members at 620 Lincoln told Vending Services they needed a beverage machine, we worked quickly with Coca-Cola to place a new beverage machine in the building. Just look at the happy customers!

Do you have feedback for Vending Services? Contact Ellen Barnes at 1-3274 or visit the Vending comment web page.

MileagePlus® Update
United’s loyalty program, MileagePlus®, just released details regarding the 2012 program. Elite members will soon receive direct communication from MileagePlus regarding their status and associated benefits. All members of both MileagePlus and Continental’s OnePass® are encouraged to link their accounts and combine any activity. Both steps are necessary to ensure that mileage accrual is recorded and potential status is matched between programs. Visit www.united.com/linkmyaccounts, complete the simple steps, and then visit www.united.com/combinemyactivity to complete the process to ensure that you get the most out of your future flights on United and Continental.

Trademark Licensing Spotlight

NORTHWESTERN NIGHTLIGHTS
Light up the night with a photo-image nightlight featuring Northwestern scenes. Use one of their classic images or customize one of your own. Ordered in bulk, this makes a great fundraising premium. Individual lights are available in retail stores around campus. These archival quality nightlights come complete with bulb. Image area is 3.7” x 3”. For more information, contact Robin F. Pendergrast Photography at 815-477-3480 or visit the RFP website.

SPORTULA®
Does your old grill spatula lack team spirit? Try the Sportula®, emblazoned with the N-cat logo! You can also order your own custom logos and designs. Purchase from local retailers or online from the Sportula website.

JEWEL-OSCO MERCHANDISE
Select locations of Jewel-Osco are now selling Northwestern short and long sleeve shirts, sizes Medium to 2X. Download the list of participating stores (pdf).

www.northwestern.edu/uservices/printing_trademark/trademark_licensing
Mitigating the Risk of Lost Mail

University Services volunteered to be one of the first departments to undergo an Enterprise Risk Management review in order to identify and evaluate potential key risks within NU. The Office of Audit and Advisory Services served as facilitator of this risk management process to assist in documenting risks and remediation activities. The review generated a top 10 list of potential key risks based on the risk scores provided by our team.

One such risk deals with the loss of confidential mail as a result of an incorrect or incomplete mailing address. Since the mailroom delivers both first class and inter-office mail to an address and not a person, any internal moves by faculty or staff requires them to notify FASIS as well as outside people and businesses of their new addresses. At the same time, the mailroom relies on the recipient to return misdirected mail to the mailroom for further investigation. You can help by using the Evanston Misdelivered Mail form (doc) or the Chicago Misdelivered Mail Form (doc). For questions, contact Tom Luczkowiak at 1-8411.

Buy Beverages with Google Wallet

Any campus beverage vending machine that is equipped to take credit cards will now accept Google Wallet. For campus vending maps and more vending information, visit the Vending Services web page. (Note: Not all vending machines are equipped to take credit cards and Google Wallet.)

University Services Welcomes New Employees

Laura Norton, Procurement Administrator

Purchasing Resource Services is pleased to welcome Laura Norton as Procurement Administrator. Laura comes to us with over ten years of procurement experience. She most recently worked as Purchasing Manager at a consulting firm specializing in purchasing for the hospitality industry. Laura is excited to be part of the PRS team and looks forward to utilizing her strong procurement background at Northwestern.

Nancy Denton, WildCARD Office Program Assistant

University Services is pleased to welcome Nancy Denton as Program Assistant in the Evanston WildCARD Office. Nancy has over 17 years of customer service experience, including a previous position in the Undergraduate Financial Aid office at Northwestern.

University Services
Northwestern University
1801 Maple Ave, Suite 2300
Evanston, IL 60201-3150
Phone: 847-491-7569
uservices@northwestern.edu
www.northwestern.edu/uservices

University Services Directory

Brian Peters, Director 1-8420
Chicago Campus Fitness & Recreation
Jeff Levin, Manager: 1-5993
Laboratory Supplies
Chicago Stockroom: 3-7520
Evanston Stockroom: 1-8621
Stockroom Billing, Ellen Barnes: 1-3274
Gases, Tank Rental & Dry Ice: 3-8828
Calibration Services, Ellen Barnes: 1-3274
Mail & Shipping
Tom Luczkowiak, Sr. Manager: 1-8411
Marketing & Communications
Jessica Jacobs, Manager: 7-2491
Moving Services
Chicago Campus: 3-8129
Evanston Campus (FM): 1-5201
Office Supplies & Equipment
Copier Management Program, Tom Luczkowiak, Sr. Manager: 1-8411
Equipment Maintenance Program, Ellen Barnes, Manager: 1-3274
Computer Recycling Program, Ellen Barnes, Manager: 1-3274
Surplus Property Exchange: 7-2491
Printing, Duplicating & Copyright Clearance
FedEx Office Evanston: 1-3113
FedEx Office Chicago: 3-8995
Tom Luczkowiak, Manager: 1-8411
Purchasing Resource Services
Jim Konrad, Director: 1-8121
iBuyNU, Keith Paddy: 7-6963
Shipping & Receiving
Chicago: 3-8500
McCormick: 1-5424
Trademark Licensing
Ellen Barnes, Manager: 1-3274
Transportation & Parking
Shuttles: 3-8129
Chicago Campus Parking: 3-1103
Bus Charters: 3-4147
Motor Pool, Evanston: 1-3560
Motor Pool, Chicago: 3-4147
Marge Grzeszczuk, Manager: 3-5445
Travel Services
Jeff Levin, Manager: 1-5993
Vending
Ellen Barnes, Manager: 1-3274
WildCARD
Evanston Campus: 7-6843
Chicago Campus: 3-0548
Art Monge, Manager: 7-3135
WildCARD Advantage Program
Jessica Jacobs, Manager: 7-2491