New Employee On-Boarding Checklist

Full Name with Title/Position:

Department and Office Location:

Supervisor and Start Date:

Keyfob for Waterloo Office needed?

Is this employee replacing someone, if so what is the computer number and phone extension of that old user?

CIS access needed?

New or existing computer?   If purchasing a computer is the order placed?

Any other new hardware/software needed for this user?

Email Groups to be a part of?

Which printers will they need access to?

If this is a laptop, do they need VPN access?

Will this new employee have access or rights similiar to another employee, if so who?

To Be Filled out by IT

E-Mail Address and Domain Password:

Phone Number, Extension and Voice Mail Password:

Computer Number:

Email VPN Information:

Email Voicemail instructions:

Notes: