**New employee: IT setup**

Before new employee starts, email Mike Jones ([mjones@cclsny.org](mailto:mjones@cclsny.org)) for new employee IT setup.

Complete the details in the below form before emailing it to Mike:

|  |  |
| --- | --- |
| **Employee Information: (To be filled out by manager)** | **To be completed by IT:** |
| Email account   * Employee name: * Job title: * Extension: * Email groups needed: | Email:  Password: |
| Koha access   * All staff: Username and password * All staff: Koha account set to “Staff” * Additional permissions needed:   + Batch item modification | Username:  Password: |
| Meeting room calendar   * All staff: * Additional access needed: | Date completed: |
| Server account and file access   * All staff: * Additional file access needed: * Does employee need VPN?: | Username:  Password: |
| Telephone   * Employee updates their voicemail and envelope options * Employee contacts Carolyn Hughesman ([chughesman@cclsny.org](mailto:chughesman@cclsny.org)) to add extension to staff directory |  |
| Security System Access   * All staff: Access Code | Access Code: |

**Phone extension:**