**New employee: IT setup**

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

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

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| --- | --- |
| **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) to add extension to staff directory
 |  |
| Security System Access* All staff: Access Code
 | Access Code: |

**Phone extension:**