**New employee: IT setup**

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

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

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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: * Shared calendars needed: * Instructions will be provided to allow for staff to reset password if necessary (uses alternate email or cell phone) | Email:  Password: Employee to contact Mike Jones at 450-4421 to receive password directly |
| Server account and file access   * All staff: * Additional file access needed: * Does employee need VPN?: | Username:  Password: |
| Koha access   * All staff: Username and password * All staff: Koha account set to “Staff” * Additional permissions needed:   + Batch item modification | Username:  Password: |
| Telephone   * Number/Extension * Carolyn Hughesman ([chughesman@cclsny.org](mailto:chughesman@cclsny.org)) will add extension to staff directory * Employee updates their voicemail and envelope options | Number:  Extension: |
| Equipment (List all assigned to employee) |  |