

OFFICE OF INFORMATION TECHNOLOGY NEW EMPLOYEE ONBOARDING CHECKLIST

Employee Name: Department:
University ID: Position Title: Office Phone:
Start Date: Office Location: TDX Ticket:
New Employee Role: Faculty Staff Consultant Name:

Please note: The following list of items is not intended to be an exhaustive list of all IT related setup items that every user needs. Your position may require additional setup, software, configurations or exceptions not listed here. OIT strongly advises that all new employees and their supervisors work together to ensure that users' computers are setup according to the requirements of the new employee's position. Please work with your IT consultant to ensure that your computer is set up appropriately.

Universal Employees Items:

Email:

- Outlook Setup and Testing
- Retention Policy
- Retention Tags
- Address Book

Multi-Factor Authentication (MFA):

- Setup and Test
- Demonstration
- FAQ >>[Link](#)<<

OneDrive:

- Setup and Testing
- Demonstration
- Data Security >>[Link](#)<<

Getting Help:

- Service Portal Home >>[Link](#)<<
- 2910
- OIT Web Site, Knowledge Base
& Service Catalog: indstate.edu/oit

Faculty Specific Items:

Cyberark:

- Setup and demonstration

VPN:

- Setup and demonstration

Exceptions, notes or additional Setups performed:
