

NEW STAFF CHECKLIST

1. Name:
2. ID (ask this to Sara Killian in Human Resources):
3. Start date:
4. End date (if it's a temporary staff member or student):
5. Supervisor's name:
6. Work area (for banner account):
7. Office/cubicle number:

8. Equipment:

HARDWARE/SOFTWARE	YES	NO
Desktop		
Laptop		
Docking station		
2 Monitors		
Mouse		
Own Printer		
Internet cable		
Phone		
Label Maker		
Adobe Professional license		
Any special software request? Name(s): Needs to purchase license?		

9. Accounts:

TOOL NAME	YES	NO	USER NAME	TEMP PASSW
Network Account				
Banner Production				
Banner Test				
Basecamp				
MyEmma				
Greater Giving				
CashNet				
Ruffalo Cody				
Wufoo				
Alumni Finder				
Tableau				
Wealth Engine				
Remote Connection				
Give webpage update?				
Evergreen Directory				
LinkedIn Evergreen				
Facebook Alumni				

10. Extension Number:

This needs to be done once you have full name, office/cubicle number and start date.

LIST	YES	NO
Extension requested:		
Name display requested:		
Once you have the network account from help desk, send info to Telecommunications to request the voice mail password (Telecomm. will send an email to the new staff member with the info).		
Voicemail password requested		

11. Preparing the computer:

LIST	YES	NO
Rebuild Windows		
Latest Java version installed		
Adobe Professional installation		
Other special software installation		
Installing computer in work area		
Send email with all our tool links		

12. New staff member first day:

LIST	YES	NO
Go to Help Desk to set up network password		
Log in		
Change user account to Administrator		
Check Banner icon on desktop		
Open Outlook		
Java Security settings		
Test Banner Production		
Test Banner Test		
Install local printer		
Install network printer		
Install label Maker		
Install SQL Developer		
Set up SQL Developer		
Set up ODBC account (for Access)		
Install Tableau		
Pin or Unpin programs in Windows task bar		
Set up Citrix (for remote connection)		
Check H drive		
Check O drive		
Log in Basecamp		
Log in MyEmma		
Log in Greater Giving		

Log in CashNet		
Log in Ruffalo Cody		
Log in Wufoo		
Log in Alumni Finder		
Log in Tableau		
Log in Wealth Engine		
Log in Remote Connection		
Log in Salsa		