Information Technology Checklist
For New Hires

☐ 1. Has the computer account been created?   (For affiliates and contract workers only.)

☐ 2. Has the new employees' computer **equipment** been ordered or purchased? New purchase requests should be made by sending a ticket to IT.

☐ 3. Has the new employees' computer **software** been ordered or purchased? Please submit an IT ticket for any special software requirements.

☐ 4. Has the new employees' computer equipment been setup, configured, or installed? Have any printers been ordered or needed?

☐ 5. Has the new employees' laptop or personally owned laptop been encrypted?

☐ 6. Do they have any special application needs such as axium? Do they have access to Citrix?

☐ 7. Does the new employee need to be added to any special email distribution lists? Have they been placed into the appropriate active directory security groups?

☐ 8. Does this employee's workstation need or require access to the wireless network? Does the employee have any special mobile devices (phone) that need to be setup for campus email?

☐ 9. Has the new employees' Intranet account been setup or granted?

☐ 10. Will the new employee need any special VPN access? Have they been instructed on how or what they can have remote access to?

☐ 11. Is the new employee a faculty member that will need special Sooner Card access to approve axium treatments or x-rays in MIPACS?

☐ 12. Has the new employee been granted access to any special departmental databases (FMP) or special access that might be required to confidential folders on the Intranet?

☐ 13. Does the new employee know how to request IT help, submit a ticket or what number to call us? Do they know why or when they would need to contact us versus Dental Informatics?

☐ 14. Will the new employee need any network jacks, electrical outlets, or peripherals (scanners)?

☐ 15. Does the new employee know how to check webmail or schedule a meeting room?

☐ 16. Has the new employee enrolled all mobile phones and tablets using secure mobility?

Employee Signature _____   Date: _____

Hiring Manager Signature _____   Date: _____