**Technical Logistics for New Employee**

**Checklist**

Calendar

* Access to public Bradley calendar
* Access to any other shared calendars?

Email

* Address and temporary password
* Bradley Staff distribution list and Global Address List

Fax/Scan – Susan Millard

* Add to all
* Add to fax notification group?

Gifts

* Login and password; shortcut

Network Access

* Login and temporary password
* Disable prompt for updating password
* Create folder in U drive; accessible only to employee and admins

Printers

* Assign default
* Copy Room B/W and Copy Room Color
* Finance and/or Program Color?

Software

* Verify needs

Telephone – Diane Lask

* Assign telephone extension
* Add to Front Desk expansion module
* Cisco SmartCall directory under appropriate department
* Dial by name and extension
* Voicemail temporary password

Workstation

* Add to Kaseya and monthly monitoring
* Shortcut for NOVAtime