

## New Employee & New Office IT Onboarding Worksheet

*Instructions:* Please complete all relevant sections and return to MicroData by clicking the **Submit** button on the bottom of the form, email to [support@microdata.com](mailto:support@microdata.com), or fax to 978.921.0950.

If you have multiple new users, we suggest you call us directly to save time. Likewise, if you're unsure about anything, please contact your Account Manager or the Help Desk (978.921.0926) and we'll be glad to assist you.

Your Name:

Email:

Telephone:

### New Employee Info

### Notes

Full name:		
Desired email address:		
Start date:		
<i>Setup just like the following user:</i>		

--or--

Security Groups to join:		
Distribution Groups to join:		
Access to which special applications? (Accounting packages, CRM, etc)		

### Hardware/Software and Environment

If re-using existing hardware/software or if you will be acquiring internally, please identify computer(s), software, phones, and all peripherals		
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--or--

<i>Quote us a system just like the following user has:</i>		
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--or--

Describe the hardware desired		
Describe software needed (Microsoft Office, Adobe Acrobat, etc.		

Describe any additional licensing that is required (QuickBooks, CRM, other vertical apps)		
Would you like MicroData to provide technical training for the new user?	<input type="checkbox"/> Yes <input type="checkbox"/> Not Needed	

*If you requested hardware and/or software above, MicroData will forward you a quote via email.*

*'Submit' functionality only works if filled out with Adobe Acrobat Reader. If you are completing this form in a browser, please save and email to support@microdata.com*

***Tips for new office setups:***

- In addition to new furniture, make sure the new user work location has a data jack installed, power, and a phone jack.
- If you're adding to an existing office space, double check to be sure there are available switch ports for connecting new data jacks
- If this is new office space, make sure there is a data wiring closet already set up for connecting the new data jacks
- Is there a shared printer nearby for the new user(s)?
- If you want wireless coverage in a new area, ceiling jacks and wireless access points will be required.

Whether one new employee or a new branch office, MicroData would be glad to manage the entire onboarding process for you. Contact your Account Manager or the Help Desk (978.921.0926) and we'll be glad to assist you.