

New Employee Onboarding

(Developed by Elven Enterprises in cooperation with FrodoTech Human Resources)

Purpose:

This SOP is to assist new employees in setting up their computer, email system and the tools they will use in the normal operations of FrodoTech. This, and other SOP's created by Elven Enterprises serve as guidelines for new hires to ensure an efficient, painless and smooth onboarding process. For questions regarding new employee onboarding please call 1-800-353-5433 (1-800-ELF-LIFE) for more information or support.

Scope:

This SOP is specifically for new employees who are unfamiliar with the separation of the FrodoTech satellite office and the Corporate HQ and also have not been configured for a workstation, user account or email.

Responsibilities:

The following organizations are responsible for the successful implementation of this SOP:

1. FrodoTech Human Resources department: Responsible for gathering necessary employee information, assigning a workstation, requesting permissions and using the network architecture.
2. Elven Enterprises: Responsible for engineering the network architecture, access and management therein.

Prerequisites:

Before setting up the necessary hardware and software as well as connecting to the company network, these prerequisites must be met:

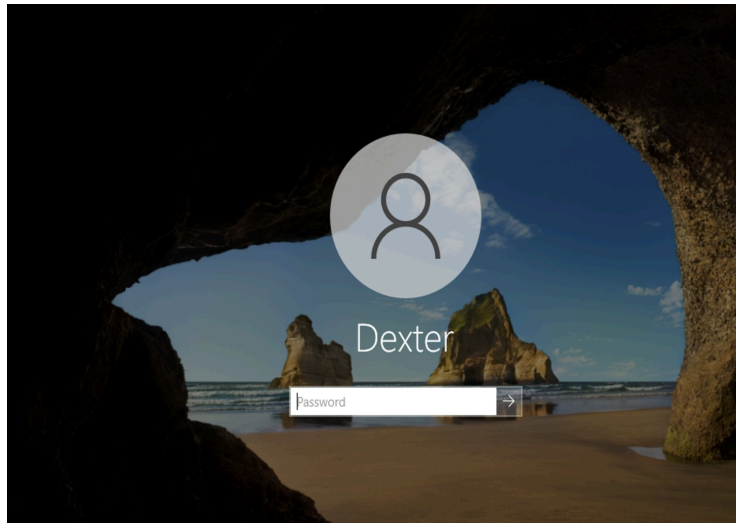
1. FrodoTech **Human Resources** must assign the new employee a computer workstation.
2. The workstation must meet Elven Enterprises minimum hardware requirements as well as have updated versions of software. See Elven Enterprises requirements [HERE](#)
3. All necessary IT agreements have been verified and signed by the new employee. If you have not signed the employee Acceptable Use Agreement you may do so [HERE](#).

Procedure:

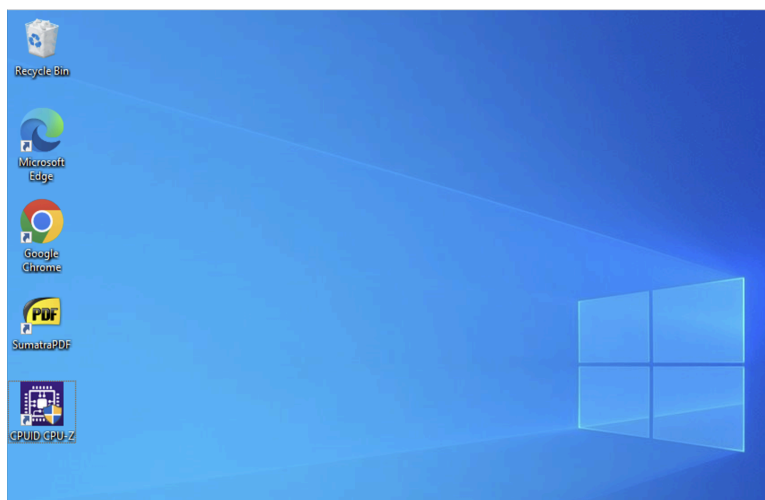
Elven Enterprises endeavors to make this process as simple as possible for new employees being onboarded. However, there are some steps the new employee must take to ensure the proper setup and installation of the necessary work tools.

Computer Setup:

1. A Username has been set up for you and a temporary password has been issued.
2. Power-on your computer and wait until the screen looks like this (Dexter is just an example):



3. You will enter the temporary password the hiring manager gave to you. **You will be immediately prompted to change your password.** *Please make your password easily memorable and if you write it on a piece of paper, please secure it, memorize it and/or throw it away in a secure shredding bin.*
4. This is what your computer screen will look like once you're logged in



5. These are the programs Elven Enterprises will have installed for you

Email Account Setup:

1. Your company email has been set up for you by Elven Enterprises; it is an outlook account that comes with MS Office 365.
2. Your signature will be created for you but you're more than welcome to change it once you verify it's working.
3. Send a test email to your personal email and confirm it is operational.

VPN Tunnel:

1. Your company VPN has been set up for you by Elven Enterprises
2. If issues with the VPN or connecting to the company VPC arise

Shared Drive Setup:

1. You will have access to a local shared drive. This is an on-site machine that safeguards valuable documents which can be retrieved after a crash or disaster.
2. All company documents to be shared with other departments and employees must be saved to the saved drive.

Auto-backups:

1. OneDrive is the application chosen by Elven Enterprises to execute regular "cloud-based" backups.

References:

This document references and/or depends on processes from the following sections:

1. "Preferred Hardware and Software"
2. "Acceptable Use Agreement"

Definitions:

What words are used throughout this document and procedure which have specific meanings that must be respected.

1. Cloud
2. Software: programs or applications that run on a computer, such as Microsoft Office or Adobe Photoshop.
3. IT policies and procedures: guidelines and rules set by the company for the use of information technology resources and systems.

Revision History:

Date	Employee	Change
03/14/24	Steve Cherewaty	"SOP: New Employee Computer and Email Configuration"