# **Tools & Resources Required for New Joiners at Birlasoft**

## **1. IT Hardware & Access**

* **Laptop/Desktop** – Configured with company-approved OS and security.
* **Peripherals** – Headset, mouse, keyboard, external monitor (if required).
* **VPN Access** – For secure remote connectivity.
* **Email ID & Corporate Account** – Created before Day 1.
* **Employee ID Card/Access Card** – For office entry and system logins.

## **2. Software & Applications**

* **Collaboration Tools**
  + Microsoft Teams / Outlook (official communication & meetings).
  + Zoom / WebEx (client meetings).
* **Project Management Tools**
  + JIRA / Azure DevOps (for agile and project tracking).
  + ServiceNow (for IT requests and support tickets).
* **HR & Finance Tools**
  + PeopleSoft / Workday / SuccessFactors (HRMS for leave, payroll, etc.).
  + Expense Management Tool (for reimbursements).
* **Learning Platforms**
  + LMS (Learning Management System) for mandatory trainings and skill upskilling.
  + Pluralsight / LinkedIn Learning (if assigned).

## **3. Security & Compliance Resources**

* **Antivirus & Endpoint Protection** – Pre-installed on devices.
* **Data Encryption Tools** – For securing sensitive files.
* **Multi-Factor Authentication (MFA)** – For all critical applications.
* **Information Security Guidelines** – Policy documents to be reviewed.

## **4. Documentation & Knowledge Resources**

* **Onboarding Kit** – Welcome letter, joining checklist, HR handbook.
* **Policy Documents** – Leave policy, Code of Conduct, IT Security Guidelines, Expense Policy.
* **Project/Domain Documentation** – Provided by team/manager.
* **Knowledge Repositories** – SharePoint / Confluence for project materials.

## **5. Support Resources**

* **HR Helpdesk** – For employee-related queries.
* **IT Helpdesk** – For hardware/software/VPN issues.
* **Manager & Buddy Program** – For role guidance and cultural integration.
* **Employee Assistance Program (EAP)** – Wellness and counseling support (if applicable).