**COLLEGE OF ARCHITECTURE & URBAN STUDIES**

**INFORMATION TECHNOLOGY ON-BOARDING CHECKLIST FOR SALARIED EMPLOYEES – FACULTY & STAFF**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IT & HELPDESK ORIENTATION**

Find out user PID or assist them in setting up

Assess the location machine will be deployed in – work with CNS liaison as needed to make sure portal is active

Image Machine with platform OS – name machine PIDXXXXXX – where XXXXXX is the last 6 of VT Tag number

Activate Windows and MS Office (if PC)

Install MDM/profile (MacOS machine only)

Install BigFix, Simplehelp and other CAUS software

Create CAUS AD account for user

Join to CAUS Active Directory if machine meets criteria - put user and machine object in the correct OU

Data migration from existing device – as needed

Assign static IP for building subnet or register device for DHCP

Sign for all IT fixed assets (Office use & Home use)

Set-up access to InsideCAUS

Set-up Hokies and Google accesses

Sign for all IT fixed assets (Office use & Home use)

Explain how to navigate shares/network drives

Explain how to contact the CAUS IT Team at caussupport@vt.edu

Review VT Acceptable Use of Information Systems Policies—Policy 7000 (Acceptable Use and Administration of Computer and Communication Systems) and 1.75 (Use of Internet and Electronic Communication)

Review phone functionality to include voicemail/messaging, temporary pass code, etc. Contact CNS liaison to update phone information with CNS.

Review VT alert system and procedure for account set-up for text alerts

Review Personal Identifying Information (PII) and proper storage and tracking (i.e. Identify Finder)

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Employee Completed By (Print Name) Signature Date

Initials IT Representative IT Representative