

New Employee IT Access Checklist

To ensure seamless onboarding, the following IT access requirements must be fulfilled:

1. Corporate Email:

Provisioned via Microsoft 365 with spam and malware filters enabled.

2. Password Manager:

Access to company-approved password manager (e.g., LastPass or Bitwarden) for secure storage of credentials.

3. Multi-Factor Authentication (MFA):

Enabled using mobile app (Authy/Google Authenticator) or hardware token.

4. Network Access:

VPN and shared drive permissions assigned based on department and job role.

5. Initial Access Test:

IT will schedule a brief onboarding session to validate login, VPN, email, and Wi-Fi access.