

Name: **MALLU SOWMYA SREE**

Start Date:

Report:

New Hire Onboarding Checklist

S.No	New Hire Process	In Detail
1	Account creation By RM	Employee need to provide required details for RM for account creation.
2	Request raised for Laptop allocation	<ol style="list-style-type: none">1. Log in to your Zebra Support Community.2. Provide Necessary Information.3. Submit a Request.4. Track Your Request.
3	Temporary access for get into the zebra office	<ol style="list-style-type: none">1. Contact any Zebra employee first .2. They need to do escort in reception.3. Then we need to give our information like (Name ,Mobile no, Tech Mahindra ID etc.)4. We get visitor pass.
4	Work with zebra tech support for getting required set up	<ol style="list-style-type: none">1. E-mail creation for (Teams, Out look, OneDrive etc.)2. Network setup.3. Collect required essentials.
5	Install required tools	<ol style="list-style-type: none">1. Appropriate Software Package.2. Tools you need.3. Configure the device.

6	Create GitHub account	<ol style="list-style-type: none"> 1. Visit github.com and Click the "Sign up" button. 2. Enter your email address, Create a strong password, and Choose a unique username. 3. Solve the CAPTCHA puzzle to verify your account. 4. Check your email for a verification code and enter it on GitHub. 5. Click the "Create account" button to finalize your setup.
7	Project or Application specific access (code, Jira, server, device etc.)	<ol style="list-style-type: none"> 1. Zebra Tools Portal. 2. Login this page. 3. Select (EMC- Enterprise Mobile Computing) in Business unit. 4. Submit the form.
8	Raise request for ID card and BGV form	<ol style="list-style-type: none"> 1. Login to https://twingo.techmahindra.com/ 2. Twingo -> search(letters) -> BV Letters (search for Background Verification status SBI) -> press GO 3. Letter Instructions :: To -> The Concerned Team, Address 1 -> Symbol Technologies India Pvt Ltd, Bangalore Address 2 -> <YourName>, Mobile: <YourMobileNumber>, <YourCompleteAddressWith Pincode> Address 3 -> Blood Group: <YourBloodGroup> Address 4 -> Emergency Contact: <EmergencyContact> -> press Submit . 4. BGV form will be downloaded in your system.
9	Workspace set up	<ol style="list-style-type: none"> 1. To set up a new workspace, navigate to the workspaces section within your account, usually under settings or a similar menu. Then, click on "Create workspace" or a similar option, enter the desired name and description, and optionally upload a logo or provide business details.

