On Boarding Process for New Hires:

1. Bring in all the new hire documents completed and printed. Complete the I9 Form and employment eligibility verification process. Also bring in your voided check for direct deposit.
2. Receive your laptop and email/user account for domain access.
3. Go to Service now to request access to systems.

Click on Request an Item – Service Catalog to make your requests.

https://activenetwork.service-now.com/

* MSDN subscription
* Cisco WebEx Connect IM – Set password, username is your email address.
* Cisco WebEx Conference Account
* Inter Call Audio Conference Account
* JIRA Corp, JIRA Foundation, SVN Corp Code Repository, SVN Foundations Repository
* MS Office - Use MSDN account if not already installed.
* VS Installation – Use MSDN account.
* Video Camera + Headset – Order through Service now request.
* Software Token RSA – Download app for your mobile device. Email device id. And enter in the service now request for VPN Access.
* VPN Access - Service Now Request.
* Oracle (Self-Service) – Need this account to sign up for benefits and Time Management.
* Set up email account in your mobile device.

1. Attend the New Hire Orientation
2. Attend the benefits Orientation
3. Download software (MSDN, Eclipse, Java, Visio, Office) and set up your machine.