



# IT EQUIPMENT ONBOARDING FORM

Relevant details will populate Outlook Active Directory

Employee Name:

if different/for signature block

Employee Name preferred:

Employee Start Date:

for laptop shipping

Shipped computer to arrive on:

for internal staff directory/signature block

Employee Title:

for laptop shipping

Employee Home Address:

Employee Home Country:

needed for asset tax

Employee State/Providence:

needed for support desk

Employee Time Zone:

for password shipping

Employee Personal Email:

for internal staff directory/signature block

Employee cell phone number:

Manager the New Hire reports to:

usually firstname.lastname@

Email Address for New Hire:

Equipment for New Hire:

☐

Laptop

☐

BYOD

Software licenses to be assigned:

☐

O365

☐

MS Project

☐

MS Visio

☐

Adobe Acrobat  
Standard

☐

DocuSign  
(VH To allocate)

☐

Mural (VH)

☐

Readcube  
(VH)

☐

thinkcell  
(VH)

☐

Pitchbook  
(VH)

☐

Zoom (VH)

☐

Informa Biomedtracker  
(VH)

☐

Other:  
Please name

Notes section:

free text for any info  
that doesn't fit in above