**Salesforce new user setup**

Check to make sure there are licenses available

1. Forward the Confidentiality agreement to the proposed new user

* Wait for response from proposed new user
* Forward response to the appropriate HR department emailbox

1. In Salesforce, search for the user’s record (if not found, contact IT)
2. Open and click **Edit**
3. Choose **User License** Salesforce
4. Choose **Role** (normally the person’s geography). Do not leave blank.
5. Choose **Profile** AECOM Standard User – Geography
6. Click the **Confidentiality Agreement Complete** check box
7. Select a **Geography Allocation**
8. Enter BL or other allocation indicator in **Allocation Subcategory** if that is the geo practice
9. Change **time zone** if necessary
10. Change **language** if necessary
11. Change **Locale** if necessary – e.g., Canada users should be English (Canada)
12. Change **currency** if necessary
13. Click **Save**

Note: **Do not ever create a new user record.** If you can’t find the person, contact IT.