Outlook Email

- Request an email for a new employee. (Go to IT page->Jen->Forms->
  Request New Employee Email)
  Select General, Daily Recap, Marketing and Training for Corp Broadcast
  Emails
- Set reminder that if email password is not sent within 24 hours then reach
  out to corp.
- Save temp password for new employee until Day 1 training
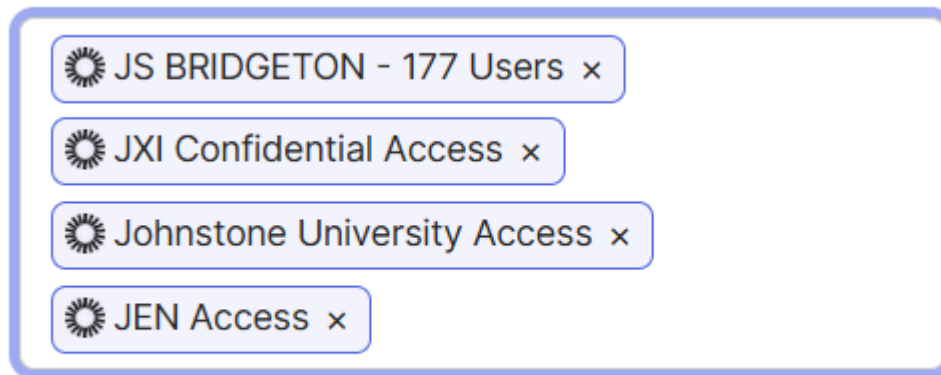- Requester address needs to be it@powerofjs.com

JEN

- UserID: (first initial, last name, underscore, store number)
  Go to JXI and hit Update JXI users from JEN at the top right
- Display Name is First Name(SPACE)LastName, Fill out form
- Confidential needs to be selected

JU Online

- Username is johnstone email
- Log into JU Online button and dont select JU Online select ADMIN before it
  and go to Admin on the top right of the website
- Go to Directory then select People->Add Person
- Use Johnsonsupply.com email

- Use these groups:

You must assign this user to at least one group that you administer

-

Branch code needs to be their store number, and the master will always be 177

ev

DOMAIN:

- # NEW EMPLOYEE PASSWORD LIST IS LOCATED AT IT DRIVE->Employees

- **Log into the Domain controller (192.168.177.27)**
- **Open up Users & computers from Server manager**
- **Copy a user that is in the same department**
- **Be sure this user in the Entra-Sync OU**
  **** THESE FIELDS ARE IMPORTANT FOR MICROSOFT ENTRA SYNC ****

First Last Properties

Published Certificates | Member Of | Password Replication | Dial-in | Object
Security | Environment | Sessions | Remote control
Remote Desktop Services Profile | COM+ | Attribute Editor
General | Address | Account | Profile | Telephones | Organization

First Last

First name: First   Initials:
Last name: Last
Display name: First Last
Description:
Office: NR   **CR = CENTRAL REGION / NR = NORTHERN REGION / SR = SOUTHERN REGION**

Telephone number: 555-555-5555   Other...
E-mail: first.last@johnstonesupply.com
Web page: Other...

ENSURE EMAIL IS JOHNSTONESUPPLY.COM

OK | Cancel | Apply | Help

Published Certificates | Member Of | Password Replication | Dial-in | Object
Security | Environment | Sessions | Remote control
Remote Desktop Services Profile | COM+ | Attribute Editor
General | Address | Account | Profile | Telephones | Organization

Street:
P.O. Box:
City:
State/province:
Zip/Postal Code: 314-291-8750 X228
Country/region:

OK | Cancel | Apply | Help

Published Certificates | Member Of | Password Replication | Dial-in | Object
Security | Environment | Sessions | Remote control
Remote Desktop Services Profile | COM+ | Attribute Editor
General | Address | Account | Profile | Telephones | Organization

User logon name: **ENSURE POWEROFJS IS SELECTED**
bmccall   @powerofjs.com
User logon name (pre-Windows 2000):
JS\   bmccall

Logon Hours... | Log On To...

Published Certificates | Member Of | Password Replication | Dial-in | Object
Security | Environment | Sessions | Remote control
Remote Desktop Services Profile | COM+ | Attribute Editor
General | Address | Account | Profile | Telephones | Organization

Job Title: Director of Infrastructure
Department: IT
Company: brian.mccall@johnstonesupply.com
Manager
Name: tony
Change... | Properties | Clear
Direct reports:

OK | Cancel | Apply | Help

Published Certificates | Member Of | Password Replication | Dial-in | Object
Security | Environment | Sessions | Remote control
Remote Desktop Services Profile | COM+ | Attribute Editor
General | Address | Account | Profile | Telephones | Organization

Telephone numbers
Home: Other...
Pager: Other...
Mobile: 503-360-6846   Other...

INFORM

- File->Company->User Master
- Click Edit (Bottom Right-Hand Corner)
- Click Add User in the bottom left corner
- Fill out user details
- Access level set to 89
- Find default branch
- Custom Departments: Assign them to the correct EV and Store (FJ, or BJ, or ST, etc.)
- Check the Web mail box
- Click save on bottom right

On another computer use the INFORM icon login with the newly created credentials but do NOT check remember me.

UPG Navigator and Goodman(Non Warehouse Only)

- Account, Manage Account, Add User
- Fill out form
- On the right you will see Goodman Toolkit and Amana Toolkit. Check the top 2 boxes under these categories
- Goodman User: (First name (.) Last name)
- Goodman Pass: welcome

Dashlane

- Log into Dashlane, go to account then admin. Add User. Type in new employees johnstone email.
- Training for Dashlane will be on day 1 of new employee training.

CDA Alarm(As needed)-OPP's

- New Employee will give IT their preferred alarm code on Day 1 Training.
- During training IT will demonstrate how to use panel.

Salto's-EC

M365

- **Licenses:**

  F1=$1.66   **Business Basic=$5.67**   **Business Standard=$11.80**

     $1.66   **+F1 $7.33**   **+F1 $13.46**

  - **F1 (Intune & Office WEB R/O...All new employees base)**
  - **F1 + Business Basic**
    (Intune & Office WEB R/W - NO adding account to Outlook)
  - **F1 + Standard**
    (Intune & Office Apps + add account to OUtlook))

MITS(Non Warehouse Only)

- If new employee is sales, log into MITS with "Tony" credentials. Create new user. If new employee is counter then they will use the "Bridgeton" credentials shared in Dashlane.

LOGIN TO INFORM SERVER AND CREATE NEW AD USER FOR ADVANTIVE

Email Tony to setup employees in Distribution groups.

MAKE USER IN VONAGE VBC

EMAIL PASSWORD SHEET TO EMPLOYEE AND MATT D.