New Hire Procedure Checklist – Service Desk

Account Checklist

- ❏ Active Directory Account
    - ☐ Lowercase Letters for Login
    - ☐ In Proper OU
    - ☐ Mirrored Distribution/Security Groups Present
    - ☐ Home Directory Created (All but shop)
    - ☐ Organization Fields (Title, Office, Manager, etc.)
    - ☐ Get approval for all APP_AX and coarse grain groups

Name:

_____

Username:

_____

Position:

_____

Department:

_____

Manager:

_____

Office:

_____

Phone #:

_____

Mirror:

_____

Active Directory Changes:

Additional Notes: