cid:image001.gif@01D0CB9C.C6E44610

Enterprise Team Foundation Server Support

**Knowledgebase Article: TFS.03.01**

**Title: Onboarding New Users**

**Details**

**These are the steps necessary to on-board a new user.**

1. **Determine which Team Project they need to access.**
2. **Determine permission level (Contributors) for the Team Project.**
3. **Gather MSDN information, including MVL and subscription level if they have one.**
4. **Create group access request via SecurityExpress.**
5. **Wait for group approval to ensure the correct permissions.**
6. **Create group access request for feature availability (AccessLevel)**
7. **Add user to WW-ETFS-Everyone mail distribution list.**
8. **Test connectivity, both web portal and Visual Studio/Eclipse/etc.**
9. **Where are all the places to capture the user and MVL number (if they have one)?**

**More Information**

**For more information about security setup, see:** <http://tfs.mmm.com/_layouts/15/start.aspx#/SOPs/Security.aspx>

**Properties**

**Applies To: Team Foundation Server 2015**

**Date Created: 06/09/2016**

**Created By: Everett Taylor**

**Reviewed By: Michael O’Brien**

**Last Updated: [01/01/2016]**

**Updated By: [Update Name]**