

# NEW STARTER IT ONBOARDING FORM (Hardware and System Access)

User Information			
First Name:		Last Name:	
Branch:		Start Date:	
Title:		Manager:	
Contact Number:		New or Replacing:	
Preferred Email:		User To Copy From:	
Purchase New Hardware Requirements (Tick All That Apply)			
Standard Laptop		Laptop Stand	
Executive Laptop 14"		24" Screen - Number	
Executive Laptop 12"		WiFi Keyboard & Mouse Set	
Executive Tablet		Polycom Desk Phone	
Existing Hardware		Existing Devices For EMS	
Access Requirements (Tick All That Apply)		iBAIS	Order Date
Microsoft Office 2016		Underwriting Profile	
IPFX – Branch Hunt Group		Claims Profile	
OrganiseIT		Accounts Profile	
Distribution Groups & Sharepoint Groups (Tick All That Apply)			
All Staff Email Distribution List:		State Teams	
Your Cover Mail Box:		Underwriting Team	
Your Claim Mail Box:		Claims Team	
My Enquiry Mail Box:		Management Team	
Compliance Mail Box:		IT Team	
All Staff:		National Team	
Staff Training & Information:		Finance Team	
Any Additional Access or System App Requirements			
Approval			
Approved By (Print Name):		Title	
Signature:		Phone	
Email Address:		Date	
Office Use Only (MY Company):			
Request Completed By:		Date	
Service Desk Job Reference Number:			
Please sign below to confirm that all required steps have been completed (MyCompany)			
Engineer		Date	