Essex EU User Creation Policy

The purpose of this document is to detail the steps needed to complete the creation of all user accesses for new Essex Europe employees.

1. HR official communication

The HR will inform the IT Department of the employee's starting date of collaboration with Essex. The communication will be issued via e-mail and will specify the date from which the employee will start his/her collaboration with Essex Europe. In order to be able to provide all the necessary accesses and set up the needed hardware (desktop Pc, laptop, etc.), the local IT Department requires to receive such communication with at least a 2 weeks' advance notice.

2. Employee's Manager communication

The Manager of the newly hired employee will communicate (via e-mail) to the It Department the list of IT accesses needed.

3. Ticket creation in Clarilog

The IT Department will create a ticket in Clarilog and will attach both the HR message and the Manager message to the ticket.

4. User's access creation

The local IT Department will create all needed accesses (AD, other local applications and QAD).

5. Clarilog Ticket's closure

Once all accesses have been created, the IT Department will close the ticket in Clarilog.

6. Revision History

Revision Number	Date of Change	Responsible	Summary of Change
1	16/11/2021	Andrea Di Felice	New format,revision history and new header