

Technology Checklist For Onboarding New Employees

Use this checklist as guideline for setting up new employees with accounts and equipment. For assistance, call the Technology Support Center at 860-832-1720 or visit www.ccsu.edu/it.

Performed by: Human Resources		
	Action	Timeline
<input type="checkbox"/>	Enter new employee data into Banner (PEAEMPL form needed for BlueNet account).	Prior to employee's first day
<input type="checkbox"/>	Email supervisor with new employee's 8-digit Banner ID and link to BlueNet Account Request for New Employees (https://webapps.ccsu.edu/BlueReg/login?ReturnUrl=%2fbluereg).	Prior to employee's first day
<input type="checkbox"/>	Provide employee with Blue Chip ID card document.	During HR paperwork appointment

Performed by: Supervisor and Employee			
	Action	Performed by	Timeline
<input type="checkbox"/>	Log into BlueNet Account Request for New Employees (https://webapps.ccsu.edu/BlueReg/login?ReturnUrl=%2fbluereg) to request BlueNet account and distribution list/departmental mailbox. Supervisor will receive an automated email from CCSU Accounts Management when BlueNet account is ready for new employee to activate. <i>Note: If requesting a student worker account, the username and initial password will be included in the email as student workers do not use Accounts Management to activate accounts.</i>	Supervisor	Upon email from HR
<input type="checkbox"/>	Log into the IT Service Request (https://itrequests.ccsu.edu/) system to submit: <ul style="list-style-type: none"> IT Funded Computer Request form to request a computer. Full-time employees are provided a laptop and external conference monitor/dock. Part-time staff are provided a used desktop computer. Indicate if you would like the computer set up prior to or directly on the new employee's first day. <i>Note: Campus computers are not deployed directly to part-time teaching faculty, they may use shared office space in your department or request a used desktop for off-campus use if needed.</i> New Telephone Service request for phone number and equipment. If new employee needs to be set up in Cisco Finesse for Call Centers, note that on your request. 	Supervisor	2 or more weeks prior to employee's first day
<input type="checkbox"/>	Provide new employee with 8-digit Banner ID number and information contained in the email from CCSU Accounts Management to activate their account. <i>Note: For a student worker account, the username and initial password are included in the email you received as student workers do not use Accounts Management to activate accounts.</i>	Supervisor	Prior to or on employee's first day

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Performed by: Supervisor and Employee			
	Action	Performed by	Timeline
<input type="checkbox"/>	Log into Accounts Management (https://accounts.ccsu.edu) to activate BlueNet and Office 365 accounts. Activation includes setting security questions, selecting the CCSU email address, and setting an initial password. Upon submission, it will take approximately 15 minutes for the Office 365 account to be created by Microsoft.	Employee	Upon receiving information from supervisor
<input type="checkbox"/>	Log in to Office 365 online (https://office.ccsu.edu) to set up Multi-Factor Authentication (MFA/2-factor authentication). Must have a secondary device such as your campus office phone or a mobile device. It is also recommended that you set up the Microsoft Authenticator (https://ccsu.makekb.com/index.php?View=entry&EntryID=157) app on your mobile device.	Employee	15 minutes after submitting BlueNet account activation
<input type="checkbox"/>	Log into the Emergency Notification System (https://ccsu.makekb.com/index.php?View=entry&EntryID=142) to set up/confirm contact information.	Employee	1 day after BlueNet account activated
<input type="checkbox"/>	Visit the Card Office to obtain Blue Chip ID card.	Employee	After HR paperwork appointment
<input type="checkbox"/>	Submit ERPortal Workorder (https://erportal.ccsu.edu/LLumin/Login) to request BlueChip ID card access for doors.	Supervisor	After employee gets Blue Chip ID card
<input type="checkbox"/>	Set up Webex app and voicemail using instructions in the IT Self-Help (https://ccsu.makekb.com/) system or call us at x21720 for assistance.	Employee	On first day
<input type="checkbox"/>	Grant access to departmental Microsoft Team and any Project Teams the employee requires.	Supervisor	Upon email from CCSU Accounts Management
<input type="checkbox"/>	Log into Data Privilege (https://datapriv.ccsu.edu/) to request additional network access that was not requested in original BlueNet account request.	Supervisor	As needed
<input type="checkbox"/>	If ERP account access is needed, log into the Banner, Argos, Slate, OnBase Request (https://intranet.ccsu.edu/BACntRequest/Account/) system to request ERP account with supervisor guidance.	Employee	After BlueNet account activated
<input type="checkbox"/>	If ERP access is requested, log into the Banner, Argos, Slate, OnBase Request (https://intranet.ccsu.edu/BACntRequest/Account/) system to approve ERP account request.	Supervisor	Upon email from Banner Account system to approve request.
<input type="checkbox"/>	Update your Faculty/Staff Web Site Profile , see https://www.ccsu.edu/directoryupdate for details.	Employee	As time permits

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<input type="checkbox"/>	If ERP account created log into Secure Apps (https://secureapps.ccsu.edu/) to access ERP systems.	Employee	Upon receipt of email from Tech Support-Help Desk notifying of account set up
<input type="checkbox"/>	If access to the Copy Center system is needed for submitting print/copy jobs, log into the IT Service Request (https://itrequests.ccsu.edu/) to complete the Request Copy Center PaperCut access form.	Employee	As needed
<input type="checkbox"/>	Teaching Faculty: If software is needed in your classroom, log into the IT Service Request (https://itrequests.ccsu.edu/) system to complete the Software Installation Request form.	Employee	As needed

Performed by: Information Technology		
	Action	Timeline
<input type="checkbox"/>	Process IT Funded Computer request ticket and New Telephone Service ticket.	Upon receipt
<input type="checkbox"/>	Deploy computer and telephone to new employee's office location.	Based on supervisor's request
<input type="checkbox"/>	Email supervisor with new employee's telephone information.	Upon completion
<input type="checkbox"/>	Provide employee with Blue Chip ID card.	Upon employee's visit to the Card Office
<input type="checkbox"/>	Create requested ERP accounts and submit DCL3 ticket via HSM.	Upon receipt of required approvals from ACT Data Owners

Technology Resources

IT Self-Help

<https://ccsu.makekb.com>

IT Request Forms

<https://itrequests.ccsu.edu>

Technology Support Center

860-832-1720

techsupport@ccsu.edu

Walk-in Support: Library 3rd Floor

Technology Support Center hours: https://www.ccsu.edu/it/itorganization/hd_wi.html