

Technology Checklist For Onboarding *New Student Employees*

Use this checklist as guideline for setting up new student 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
☐	Enter new student employee data into Banner (PEAEMPL form needed for BlueNet account).	Prior to employee's first day
☐	Email supervisor with new student 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

Performed by: Supervisor and Employee			
	Action	Performed by	Timeline
☐	Log into BlueNet Account Request for New Employees (https://webapps.ccsu.edu/BlueReg/login?ReturnUrl=%2fbluereg) to request student employee BlueNet account and to add to distribution list/departmental mailbox. Supervisor will receive an automated email from CCSU Accounts Management with the student employee's username/email address and initial password.	Supervisor	Upon email from HR
☐	Log into the IT Services and Self-Help (https://itrequests.ccsu.edu) system to submit: IT Funded Computer Request - student employees are assigned a used, shared desktop computer. If you do not have a shared desktop computer in your office, use this form to request a used desktop computer. New Telephone Service – if applicable, to request a phone number and equipment. If new student 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
☐	Provide new student employee with their BlueNet account information contained in the email from CCSU Accounts Management.	Supervisor	Prior to or on employee's first day
☐	Log into your assigned computer in the office. On first login, you will be prompted to change your password.	Employee	Upon receiving information from supervisor
☐	Log in to Office 365 online (https://office.ccsu.edu) to set up Multi-Factor Authentication (MFA/2-factor authentication). It is highly recommended that you set up the Microsoft Authenticator app on your mobile device. If needed, you may request a hardware token via the IT Services and Self-Help (https://itrequests.ccsu.edu) system as an alternative to the Authenticator app.	Employee	After first computer login, with new password.

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Performed by: Supervisor and Employee			
	Action	Performed by	Timeline
☐	Log into the Emergency Notification System (https://www.ccsu.edu/ens) to set up/confirm contact information. As a student employee, your log in will be your student account, however you may add your student employee email address as another contact method.	Employee	Any time after first day
☐	If a separate student employee Blue Chip ID card is required, visit the Card Office to obtain Blue Chip ID card.	Supervisor and Employee	As needed
☐	Submit ERPortal Workorder (https://erportal.ccsu.edu/LLumin/Login) to request BlueChip ID card access for doors.	Supervisor	As needed
☐	If you are assigned a separate phone number, set up Webex app and voicemail using instructions in the IT Services and Self-Help (https://itrequests.ccsu.edu) system or call us at x21720 for assistance.	Employee	As needed
☐	Grant access to departmental Microsoft Team and any Project Teams the student employee requires.	Supervisor	Upon email from CCSU Accounts Management
☐	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
☐	If ERP account access is needed, log into the Banner, Argos, Slate, OnBase Request (https://intranet.ccsu.edu/BACcntRequest/Account/) system to request ERP account with supervisor guidance.	Employee	After first computer login, with new password
☐	If ERP access is requested, log into the Banner, Argos, Slate, OnBase Request (https://intranet.ccsu.edu/BACcntRequest/Account/) system to approve ERP account request.	Supervisor	Upon email from Banner Account system to approve request.
☐	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
☐	If access to the Copy Center system is needed for submitting print/copy jobs, log into the IT Services and Self-Help (https://itrequests.ccsu.edu) system to complete the Request Copy Center PaperCut access form.	Employee	As needed

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

Technology Resources

IT Service Request Forms and IT Self-Help

<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