

## New Hire Orientation Checklist

*To be completed by a DCS technician as they meet with a new staff member and provide an orientation to our technical environment. The technician will then deliver the signed form to that department's Technology Coordinator.*

**Today's Date:** \_\_\_\_\_

**New Hire Name:** \_\_\_\_\_

**Alias:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Remedy Case #:** \_\_\_\_\_

**Technology Coordinator:** \_\_\_\_\_

**Technology Coordinator's phone number:** \_\_\_\_\_

- Introduce yourself
- Present Welcome to Desktop Computing Support document
- Present Helpful Information sheet
  - Explain how to change password and the password requirements
  - Explain Advertised Programs icon
  - Explain icon in system tray
- Present DCS User Expectations document
- Point out information for the Technology Coordinator (name and phone number) at the top of this page and encourage them to write it down for their own reference.
- Have end user login.
- Launch all applications WHILE logged in as the end user.
- Launch Outlook (If PC)
  - Show how to change view to folder list
  - Is mailhub forwarding correctly?
  - Send test e-mail.
- Launch Entourage (If MAC)
  - Is mailhub forwarding correctly?
  - Send test e-mail.

- Install printers
  - Test printers
  - Set Default printer
  
- Explain File Storage (save to [\\H:](#)) and verify shared drives are mapped and accessible as requested by the Technology Coordinator
  
- Open Internet Browser and go to Desktop Computing Services Web site
  - <http://www.itap.purdue.edu/help/support/desktop/>  
Save as a bookmark
  
- Make sure all hardware is working properly.
  
- Ask the end user if they have any questions

The New Hire Orientation list has been reviewed with me by a Technician.

\_\_\_\_\_  
End User Signature

\_\_\_\_\_  
End User Printed Name

\_\_\_\_\_  
Technician Signature

\_\_\_\_\_  
Technician Printed Name

*(Technician will deliver signed form to Technology Coordinator)*