New Employee IT Onboarding Checklist

Account Access

- ☐ Email account setup
- ☐ Company portal/intranet access
- ☐ VPN credentials
- ☐ Other required systems access

Hardware Provisioning

- ☐ Laptop/desktop issued
- ☐ Monitor(s) setup
- ☐ Keyboard and mouse
- ☐ Mobile device (if applicable)
- ☐ Accessories (docking station, headphones, etc.)

Software Installation

- ☐ Operating system configured
- ☐ Office suite installed
- ☐ Communication tools (e.g., Teams, Slack)
- ☐ Antivirus/security software
- ☐ Required department-specific software

Orientation & Training

- ☐ IT policies reviewed
- ☐ Password management guidance
- ☐ Data privacy & security overview
- ☐ How to request IT support

Other

- ☐ Software licenses documented
- ☐ Equipment receipt acknowledged
- ☐ Follow-up scheduled