

## NEW HIRE IT CHECKLIST

- 1) Personal Computer: Contact IT HelpDesk [HelpDesk@lanecc.edu](mailto:HelpDesk@lanecc.edu) (x4444) for help getting the new hire's computer set up correctly; with matching Windows and Novell Netware accounts, or with a Mac login and desktop account. Don't get the new hire started using someone else's computer login. If you are getting the new hire a new computer, contact IT to order it and get it properly imaged.
- 2) Email & Network Access: There is a new way for requesting Novell and GroupWise Accounts. To request a new e-mail or Novell account with access to shared drives or need assistance with any of these items, click on the IT Direct link on this page <http://www.lanecc.edu/it/helpdesk/> and log in. Instructions for submitting requests and problem type definitions are available below the IT Direct Link. You may also call the IT Service Center (Help Desk) at x4444 for assistance with submitting your request.

Access may be gained by submitting a request through It Direct, indicating who the employee is that requires a new account or changes to their account along with the pertinent details. The department the employee works for must submit the request for the employee. An email account will be created and proper access will be given to a shared network drive. The same form can also be used for name changes and departmental moves. Only active college employees or others covered by the Management Working Agreement receive this benefit.

- 3) ExpressLane: Make sure HR gets the new hire's basic employee account set up ASAP. Call HR to expedite this. Contact Banner Data Custodians (see below) to request access to other ExpressLane modules as needed, such as Faculty & Advisor Services and Financial Information.
- 4) New Hire IT Training: Please ask the new hire to contact [IT-Training@lanecc.edu](mailto:IT-Training@lanecc.edu) for training and support as soon as his or her Mac or Novell and ExpressLane accounts are set up: [atc@lanecc.edu](mailto:atc@lanecc.edu).
- 5) Banner: Contact appropriate data custodians and ask for access to desired Banner & ExpressLane modules. See the Banner Access page for Data Custodian contacts: <http://www.lanecc.edu/cops/bannacc1.htm>. Try to identify the specific Banner functions the new hire will need, such as Section Building, Registration, Timesheet Approval, Purchase Order Creation, etc. Contact [IT-Training@lanecc.edu](mailto:IT-Training@lanecc.edu) to schedule Banner Navigation training for the new hire.
- 6) Lane Events/Resource 25: If the new hire will need to schedule meetings, conferences, or other events that are not classes (with CRNs), email [helpdesk@lanecc.edu](mailto:helpdesk@lanecc.edu) to request a Lane Events requester account and obtain training.
- 7) Moodle and Online Learning – Have instructors contact the Academic Technology Center to get help setting up online classes and using the Moodle learning management system. Ask them to visit the ATC website ([lanecc.edu/atc](http://lanecc.edu/atc)) to find out about instructional technology services.
- 8) Academic Technology Center – Ask instructors to visit the ATC website (<http://lanecc.edu/atc>) to find out about support for developing classroom and online instructional materials and media.

Corrections or additions – Please send feedback to [levickm@lanecc.edu](mailto:levickm@lanecc.edu)

- 9) Other training: The new hire may need to attend a Finance/Budget lab, Native Banner Navigation, and/or GroupWise Essentials. All of these should be on the training schedule regularly: <http://lanecc.edu/it/training/schedule.html>. If you don't see the required trainings, or if the new hire needs immediate or custom help, have them email [it-training@lanecc.edu](mailto:it-training@lanecc.edu).
- 10) Additional Native Banner training: Contact [it-training@lanecc.edu](mailto:it-training@lanecc.edu) for help getting training from one of the data custodians on specific Native Banner modules.