



IT Onboarding Form

New Hire's General Information

First & Last Name _____

Department _____

Title _____

Mirror Access to _____

Hardware

Computer Type ☐ Laptop ☐ Desktop

Name & Extension
on Phone _____

Shared Drive(s)
Needed _____

Other Equipment
Needed _____

Software and Systems

Software & Systems Needed for Job Functionality	<input type="checkbox"/> Argos	<input type="checkbox"/> Banner	<input type="checkbox"/> BDM
	<input type="checkbox"/> Brightspace	<input type="checkbox"/> EMS	<input type="checkbox"/> eRezLife
	<input type="checkbox"/> Handshake	<input type="checkbox"/> Netfacilities	<input type="checkbox"/> OU Campus
	<input type="checkbox"/> Raiser's Edge	<input type="checkbox"/> Slate	<input type="checkbox"/> TerraDotta

Distribution List(s)
Recipient _____

Distribution List(s)
Sender _____

Other Software Not
Listed Above _____

Authorization

I, the new employee's supervisor, authorize all of the requested above for use by the new employee under my supervision. I affirm the above are all necessary for the productivity of the new employee in their hired role.

Supervisor Name _____

Supervisor Signature _____