# The IT Onboarding Process

The diagram below illustrates the onboarding process along with the duties assigned to the reporting manager of the staff member who is starting. While it may appear complex initially, focusing on yourself as the reporting manager at the center of the diagram reveals that tasks indicated by numbers and red arrows pointing away from you which are your responsibilities. Each red arrow and number, indicates the sequence in which your activities should be conducted. Further elaboration on each task follows the diagram.
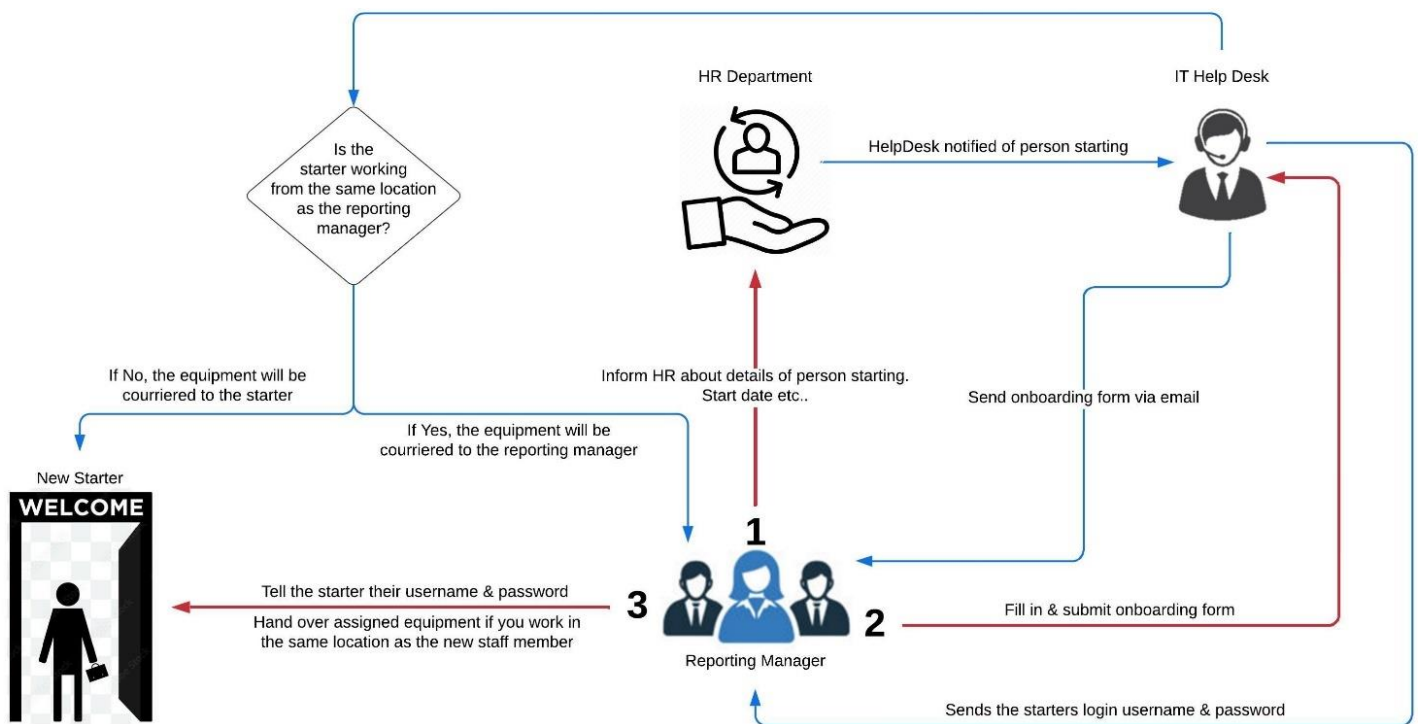

Step 1: Inform HR about the details of the person starting

Contact people@up.education notifying them of staff members start date and complete any tasks that is required to complete the recruitment process in the HR system.

Step 2: Fill in the Onboarding form

After HR finalizes the staff member's start date in the HR system, the IT helpdesk receives notification of the new staff members start date. You will subsequently receive an email from IT requesting completion of the onboarding form. Click on the link in the email to access the onboarding form or click here to access it:
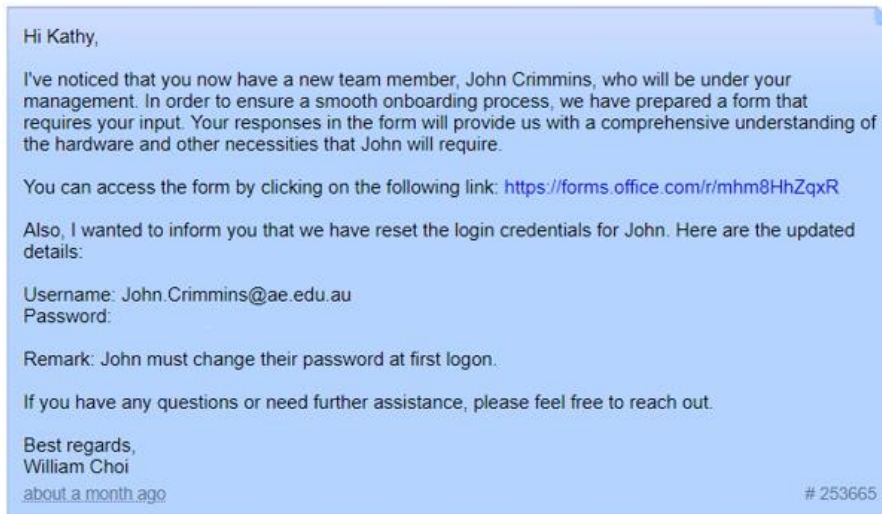
Fill in the Onboarding form and click **Submit**

Step 3: Hand over login credentials and equipment

IT will supply the username and password in the initial onboarding form message email (see below). It is the reporting managers responsibility to give this to the new starter so that they are able to login.

If the new starter is working or has their first day at the same location as you, the IT equipment will be sent to that address.

If the new starter is not working or their first day is not at the same location as you, IT will send the equipment directly to them.

It is recommended that the new starter visits the onboarding website: https://onboard.up.education/ This site has all the information they need in order to get started.

Hi Kathy,

I've noticed that you now have a new team member, John Crimmins, who will be under your management. In order to ensure a smooth onboarding process, we have prepared a form that requires your input. Your responses in the form will provide us with a comprehensive understanding of the hardware and other necessities that John will require.

You can access the form by clicking on the following link: https://forms.office.com/r/mhm8HhZqxR

Also, I wanted to inform you that we have reset the login credentials for John. Here are the updated details:

Username: John.Crimmins@ae.edu.au
Password:

Rem_____ange their password at first logon.

If you have any questions or need further assistance, please feel free to reach out.

Best regards,
William Choi

about a month ago

253665