

## 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: Fill out the form at the following link to apply for Netware and GroupWise accounts. Be sure to list any shared network drives that you want the new hire to have access to: <http://www.lanecc.edu/cops/emailinfosheet4.doc>. Please check GroupWise address book to see if the account exists before you ask the new user to try logging in! Please print out login instructions attached to your confirmation message and give the printout to the new account holder.
- 3) ExpressLane: Make sure HR gets the new hire's basic employee account set up ASAP. Call HR to expedite this: Loraine Land for A – L, Tom Davis for M - Z. 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 Michael Levick in IT Training as soon as his or her Mac or Novell and ExpressLane accounts are set up.
- 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 Michael Levick 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), contact Ron Rourke ([rourker@lanecc.edu](mailto:rourker@lanecc.edu)) to get them a Lane Events requester account, and Michael Levick to obtain training.
- 7) Faculty Websites and Moodle – Have instructors contact the faculty webmasters ([online@lanecc.edu](mailto:online@lanecc.edu)) to get help setting up websites or Moodle classes. Ask them to visit the Faculty Webmaster website ( <https://teach.lanecc.edu/>) to find out about instructional technology services.
- 8) Instructional Technology Center – Ask instructors to visit the ITC website (<http://lanecc.edu/itc>) to find out about support for developing classroom and online instructional materials and media.
- 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 me.
- 10) Additional Native Banner training: Contact Michael Levick ([levickm@lanecc.edu](mailto:levickm@lanecc.edu)) for help getting training from one of the data custodians on specific Native Banner modules.

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