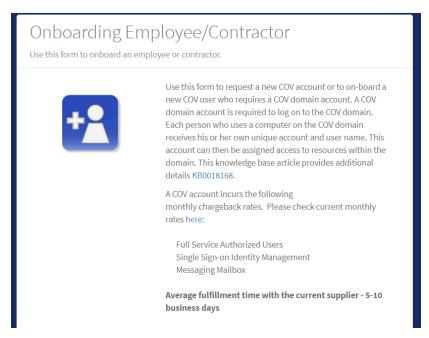
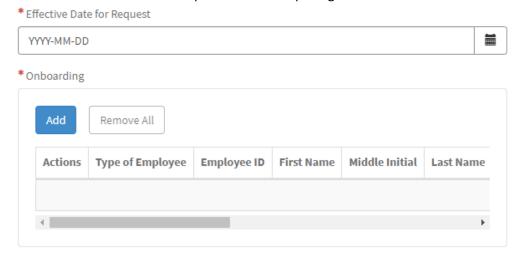
Onboarding (Supervisor or delegate can submit up to 3 weeks before employee starts)

New Employee COV account and email request - <u>New Account request form</u> (This will only create a new computer account and email. Other request forms are linked below)



- Requested For field is the supervisor submitting the request.
- Effective date is when you need the account created by (when the user will start)
- New user account is added via the Onboarding section. Multiple accounts can be added as
 additional rows. Tip: Automation creates accounts by copying the text entered into the First
 Name and Last Name fields "as is." If the names are entered in all uppercase or lowercase
 letters, the account and display name will appear exactly as entered. Please ensure the names
 are entered with the desired capitalization and spelling.



•	Acceptable Use and Information Security forms must be attached with all new employee
	requests for them to be approved. The attach button is at the bottom of the form.



Additional Request forms for VPN, Mobile email, Folder Access, and Distribution lists

(These can only be submitted once the user's account/email has been created)

Distribution List Request

VPN Access (Multi factor authentication)

Shared Mailbox Request

Microsoft Mobile Device Management (Email on DJJ phone)

Folder/Share Access Request

If you would like to model access for a new employee after an existing DJJ employee, you can submit that request in the comment text box of any of the these additional request forms.