

MCC ONBOARDING CHECKLIST

In order to ensure employees' IT needs are met for their first day, please complete this checklist. Upon receipt of the employee's offer letter, please send the completed checklist to mccit@northwestern.edu. If the information is not yet available (such as NetID) please put "Not Available".

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| Arrival's First and Last Name | |
| Office Location | |
| NetID | |
| Start Date and Time | |
| Position Title | |
| Department, Lab, Center, or Program | |
| Business Administrator User Reports To | |
| Is This a NU Transfer? (ex. Feinberg) (Y/N) | |
| Computer: New Or Existing? Purchase Required? | |
| File or Folder Access Required? | |
| Shared Group Email Access? | |
| Desk Phone and Voicemail? | |
| Additional Network Ports? | |