



New Hire IT Access

Once a Candidate is moved to a Pending Worker and Onboarding begins, the automated New Hire Access process sends the new hire request to the IT HelpDesk to create the standard employee access.



Standard IT access ordered for all hires:

- Intertek email address assigned
- Fusion profile created
- Web-based Outlook email
- Intertek Intranet access
- Directory Profile

Upon Hire:

- Lawson profile created (if applicable)
- LUCIE profile created
- ADP account created

Examples of additional IT access you may need to order:

- Microsoft Office E3 license (desktop applications)
- Concur/PeopleSoft expense account
- Sales/Engineering program access
- Cell phone ordering

Contact Procurement if you need:

- Bank of America business credit card
- Laptop