



## 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