



Service Operations

EOHHS-IT POLICY &
PROCESS DOCUMENTATION



Work Instructions

New Hire OnBoarding 8.5.22



EOHHS-IT
IT-CORE INFRASTRUCTURE
Proudly Servicing EOHHS

Updated as of 8/5/22

New Hire (HW) Onboarding

1. User submits onboarding form (selects FTE, Intern, Student, etc.)
2. Form gets sent to the local respective Support Desk.
3. OnBoarding team member handles the form – Must be the most recent version **Network Access Form** (current version).
4. Desktop/Laptop
 - a. Child ticket established from Network Access Form.
 - b. Assign ticket to ITAM, as part of approval and review sent to Joseph Green.
 - c. Once approved, it is assigned to Depot Region.
5. Equipment Setup