

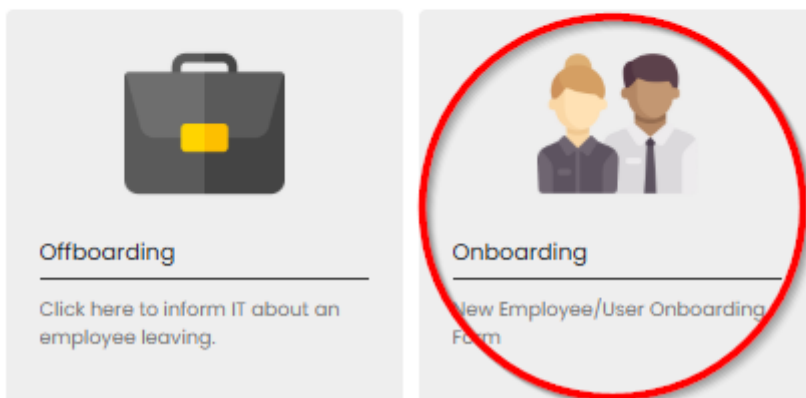
Customer Portal: Onboarding new users

Onboarding a new employee

- Log in to the portal
- Navigate to **User Management**
- Select **Onboarding**

Users and Services

Choose a different category



You will be presented with a form to capture details for the new employee.

- Some fields are mandatory
- Other fields are optional and can be used to provide additional information or special requests

Contact *

New Starter Details

First Name *

Last Name *

Email Address

Starting Date

Reports to
Name of line manager or team leader they report into.

Job Title

Department

You can also request:

- New hardware
- Software access
- Any other requirements the user needs before their start date

New Starter IT Requirements

Do you require hardware for your new starter?

Hardware *

Laptop

Select Peripherals

Docking Station

Software

Please choose from the list below (you may make multiple selections)

Additional Requirements

Please specify any additional requirements.

Attachments

Click here or drag and drop files to upload.

Submit

Once all information has been completed, select **Submit**.

This will automatically raise a support ticket, and our support team will begin processing the request.

Important: Please submit onboarding requests as early as possible. Requests submitted within 72 hours of a user's start date may not be processed in time.

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