



New Employee Onboarding Form

Today's Date: _____

Company Name: _____ Your Name: _____

Your E-Mail: _____ Your Contact Number: _____

User Information

New Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will this employee use existing hardware? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If YES, what is the DACS ID of the computer they will be using?</i> N- _____
Date that this computer/device will need to be ready? _____	Urgent Request? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employee Information

First Name: _____	Last Name: _____	Title: _____
E-Mail Address _____	Will this e-mail replace an existing e-mail account? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Office Phone: _____ Ext. _____	<i>If Yes, what is the e-mail address this will replace?</i> _____	
Mobile Phone: _____		
Office Site: _____	<i>If a new Microsoft 365 license is required what license should the user have?</i>	
	<input type="checkbox"/> Microsoft 365 Business Basic	<input type="checkbox"/> Microsoft 365 Enterprise E1
	<input type="checkbox"/> Microsoft 365 Business Standard	<input type="checkbox"/> Microsoft 365 Enterprise E3
	<input type="checkbox"/> Microsoft 365 Business Premium	<input type="checkbox"/> Microsoft 365 Enterprise E5

Network Information

What, if any, AD Groups should this user be a member of: _____
Please List any network folders this user should have access to: _____
Wifi Access: <input type="checkbox"/> Yes <input type="checkbox"/> No VPN Access <input type="checkbox"/> Yes <input type="checkbox"/> No

Please list any applications that must be installed on this computer

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Special Considerations

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- If this is a new user, your account representative may contact prior to this request being completed.
- There may be installation & Setup charges. These charges are dependent on the service plan you have with Xecunet.
- New users will have a temporary password set up that the end user will need to change upon logging in.

Please submit this completed form to support@xecu.net with "New User Onboarding" in the subject line

An Xecunet technician will call or e-mail you to confirm this onboarding.

EXPERT SOLUTIONS. SUPERIOR SERVICE.

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