

## New Hire IT Request Form Submission Deadline & IT Orientation Schedule

Dear Hiring Managers,

Effective Monday, 3/24/2025, the DAS Help Desk will be responsible for entering all new hires into our system to help alleviate the workload on our IT team. The MNHC IT department is currently managing other critical tasks and cannot complete new hire requests in a timely manner.

To ensure a smooth onboarding process, **all IT request forms must be submitted to the HR department by Wednesday before the new hire's Monday start date.** Ideally, we would like to receive these forms one week in advance, but we understand this may not always be feasible. Meeting this deadline allows the Help Desk to complete the necessary setup before the **new hire's first day and ensures they receive proper IT training.**

**Please note:** Any IT request forms received after Wednesday will result in the new hire's profile containing only their name and email address. Additional setup—including job descriptions, phone numbers, distribution lists (e.g., AllStaff\_MNHC), and email group assignments—will be completed at a later time as workload permits.

Thank you for your cooperation in streamlining the onboarding process.

## IT Access Request Form



## Instructions

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### HIRING MANAGER

- The Hiring Manager must complete this form for any new employee, volunteer or intern who requires system access.
- This form should be submitted at least one week prior to start date.
- The Hiring Manager must also use this form when adding accounts or changing access levels for an existing employee.
- Every Windows login comes with an email box. Access to view files in the Common folder is built-in for everyone. Read/write access (editing and saving files) must be explicitly requested on this form. Access to Clinical folder may also be indicated on the form.
- Employees who need EPIC Care Link access must complete the separate request form.

## **IT Onboarding Training for New Hires**

IT onboarding training for all new hires takes place every Monday at 1 p.m. in the Behavioral Health Conference Room on the second floor of the Showell location.

During this session, new hires receive their login credentials for Windows and computer access. If they do not attend, they will likely be unable to log into their accounts.

To prevent login issues, please ensure all new hires attend the training. There are no additional training sessions—training is only offered on Mondays. While I can assist with initial login issues, I strongly recommend that any new hires who miss training return for the next session on the following Monday.