

## **New Employee Checklist**

This checklist is designed to assist new employees with setting up phone, computer and other resources. This checklist should be reviewed by the supervisor and new employee on the new employee's first day.

### **\_\_\_\_\_ NetID and Password**

All faculty and staff at the University of Tennessee are provided with a Network Identifier (NetID) when they join the university. Your NetID permits secure access to a variety of applications and services, including email, wireless, library services, Blackboard, and much more! New employees can check the online directory, <http://directory.utk.edu>, to see if they have been added and to find out their NetID. If your NetID has not been assigned, you can submit a request to have one created. Information is available at <http://oit.utk.edu/forms>, *Request a Network Identifier for a Person*.

To setup your NetID password, go to <http://directory.utk.edu/setup>.

For assistance with finding your NetID or setting up your password, contact the OIT HelpDesk at (865) 974-9900.

### **\_\_\_\_\_ UT Tmail Account**

Follow the link to register for a Tmail account. Enter your NetID and Password. New employees must register for an email account before one is assigned to them.

<https://tmail.utk.edu/uact/register.asp>.

Additional information about your Tmail account is available online at <https://oit.utk.edu/accounts/email/Pages/default.aspx>. If you need assistance registering for your Tmail account or using it once it has been created, please call the OIT HelpDesk at (865) 974-9900.

### **\_\_\_\_\_ Access to appropriate servers and software applications**

Identify a current employee in the department (often a supervisor or someone in the same or similar role as the new employee) and ask the Office of Information Technology (OIT) to mirror that person's server access. Make a list of specific software applications (that are not automatically installed on all office computers such as MS Word) that the new employee will need to use and provide it to OIT. OIT can be reached at (865) 974-9900 or a help request can be submitted via <http://contact.helpdesk.utk.edu/>.

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### **IRIS Access**

Some positions that deal with budgeting, financials or human resources information require access to UT's information systems database, IRIS. A request for IRIS access must be submitted by the new employee's supervisor to [irisknox@utk.edu](mailto:irisknox@utk.edu)

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### **UT Phone Extension**

A UT phone extension can be requested by completing the Telephone Services Add/Disconnect/Change Your Service Form via the link below.

<http://oit.utk.edu/phone/departmental/serviceform.html>

Questions regarding phone services can be directed the Telephone Services Department at (865) 974-3121 or via email: [telephoneservices@utk.edu](mailto:telephoneservices@utk.edu)

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### **Office Keys**

To request office keys, complete the Key Request form via the below link.

<http://www.pp.utk.edu/Forms/Key%20Request.pdf>

The form must be dropped off at 103 Facilities Services Building, 2233 Volunteer Blvd.

Keys generally take 1-2 days to make. Once they are made they can be picked up from the Facilities Services Building.

Questions can be directed to the Lock and Key Services Department at (865) 974-4371.

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### **Business Cards**

Each department has a four digit graphics arts password. You will need to obtain this password from your department administrator prior to ordering business cards.

To order business cards, go to

<http://members.printable.com/universityoftennessee/utk/>

Enter in your department's four digit graphic arts password followed by a lower case "e" in both the User ID & Password fields.

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### **Tennessee Today Emails**

To subscribe to Tennessee Today, simply go to

<http://www.utk.edu/tntoday/email/index.php> and enter in email address and name.