

BMC On-Boarding Computing Checklist

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The following applies to **new BMC hires**. For departing employees, see [BMC Off-Boarding Computing Checklist](#).

When: you know you're hiring

This should occur ASAP, once you're aware that a new hire is needed.

1. Determine **existing** computing equipment¹

¹*most equipment will need to be reimaged before use by the new hire*

- Predecessor's primary computer?
- Departmentally-owned computer?

2. If **no existing computing equipment** is available...

- Is one of the standard models suitable? See [Computer Model Selections](#).
- Will the employee need to determine computing requirements for a custom configuration?

Fulfillment times may vary based on LITS inventory and product availability. Thus, new employees may be provided a loaner laptop in the interim.

3. [Contact LITS](#) with the above information

When: you know who will be hired

1. Determine their **phone extension**

- Will their predecessor's extension be reassigned to them?
- Do they need a new extension?

2. Determine [network drive access](#) □

- Do they need read or write access to **folders** in the **S**:?
- Do they need access to other drives such as **Q**: or **T**:?

3. Determine if they require **elevated permissions in BIONIC**

4. Determine [shared email, calendars, and folders](#) □

- Can they request access directly from the owner(s) of the mailbox, calendar, and files or does LITS need to share the items?

5. [Contact LITS](#) with the above information

When: the employee has a start date

1. Determine their **availability on or around** their start date
2. Gather their **contact** information
3. **Contact LITS** with the above information to schedule the **deployment** of their **College-provided** machine

When: the employee starts

1. Ensure they've setup their college account. See our [College Password: Setup & Update](#) guide.
2. Have them review our [College Deskphone: Setup & Use](#) guide.
3. Have them login to their desk phone. See our [Log In & Voicemail Setup](#) guide.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) 

Email: help@brynmawr.edu | [Service catalog](#) 

Location: Canaday Library 1st floor
