BMC On-Boarding Computing Checklist

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**
   - 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. **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
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