

# MCC ONBOARDING CHECKLIST

In order to ensure employees' IT needs are met for their first day, please complete this checklist. Upon receipt of the employee's offer letter, please send the completed checklist to [action@mccormick.northwestern.edu](mailto:action@mccormick.northwestern.edu). If the information is not yet available (such as NetID) please put "Not Available".

Arrival's First and Last Name	
Office Location	
NetID	
Start Date and Time	
Position Title	
Department, Lab, Center, or Program	
Business Administrator User Reports To	
Is This a NU Transfer? (ex. Feinberg) (Y/N)	
Computer: New Or Existing? Purchase Required?	
File or Folder Access Required?	
Shared Group Email Access?	
Desk Phone and Voicemail?	
Additional Network Ports?	