



IT Department Onboarding Checklist

Must be filled out in entirety for prompt & accurate processing

Employee Name

Job Title

Location

Hiring Manager

Department

Start Date

Equipment Information

Hardware Required: Desktop

Laptop

Docking Station

Monitor(s) 1 2

Mobile Phone*

Tablet*

* Mobile devices require submittal of Mobile Device Policy form included in New Hire Packet

Default Printer (please provide printer model & JD Young ID):

Systems & Software Information

Systems Needed: BisTrack Primary Branch #

ShopPAK/ProjectPAK

Access to Legacy Systems RollMaster RFMS ECS Pro

Microsoft Office

Adobe Standard

Remote Terminal Server Access

Upon completing this form, please promptly email to help@millcreeklumber.com, at LEAST 48 hours before start date. Please allow at least 7 days if new equipment is being requested. The IT Department will configure all systems and schedule IT onboarding call with new employee.