



# CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

Ticket #

To be filled by SLU Service Desk

SLU Service Desk | Phone 646 313-8440 | Fax 646 313-8302 | [ServiceDesk@slu.cuny.edu](mailto:ServiceDesk@slu.cuny.edu)

## Staff & Faculty Onboarding Form

Form **MUST** be filled out and sent to the SLU Service Desk

Name: \_\_\_\_\_ EMPLID: \_\_\_\_\_ Employee Status: **Staff** **Faculty** **POI** **Full-Time** **Part-Time**

Manager: \_\_\_\_\_ Manager E-mail: \_\_\_\_\_

Employee needs phone:

Manager Telephone: \_\_\_\_\_ Department: \_\_\_\_\_

**Will employee use a previous:**  
Please let us know which and whose previous number:

Desk Location: \_\_\_\_\_ Expected Start Date: \_\_\_\_\_ Employee needs email:

-----**NOTICE**----- Please have manager authorize each access -----**NOTICE**-----

<p><b>Shared Mailbox Access:</b> <input type="checkbox"/></p> <p>Which mailbox will they need access to:</p>   <p>AUTHORIZED BY: _____</p>	<p><b>Shared Drive Access:</b> <input type="checkbox"/></p> <p>Which Drive will they need access to:</p>   <p>AUTHORIZED BY: _____</p>
<p><b>Sharepoint Site Access:</b> <input type="checkbox"/></p> <p>Which Sharepoint site will they need access to:</p>   <p>AUTHORIZED BY: _____</p>	<p><b>Additional Software and Access:</b> <input type="checkbox"/></p> <p>Does the employee need access to additional software or specials software? Please let us know:</p>   <p>AUTHORIZED BY: _____</p>

-----**NOTICE**----- Please have manager authorize each access -----**NOTICE**-----

<p><b>CUNYFirst Access:</b> <input type="checkbox"/></p> <p>If the employee needs special privileges or access to CUNYFirst please go to <a href="https://www.cuny.edu/about/administration/offices/cis/information-security/cunyfirst-peoplesoft-security/">https://www.cuny.edu/about/administration/offices/cis/information-security/cunyfirst-peoplesoft-security/</a> fill out the relevant form and send us a copy of the form.</p>	<p><b>Computer Sharing</b></p> <p>If employee is part time will they share a computer: <input type="checkbox"/>Yes <input type="checkbox"/>No If so, who are they sharing with:</p>  <p>AUTHORIZED BY: _____</p>
<p><b>ID Card Request ( PVC or Smart Card)</b></p> <p><b>PVC Card</b> ( Plastic card serving as Identification purposes only.)</p> <p><b>Smart Card</b> (Serves as Identification and allows access onto the campus.)</p>	<p>Comments:</p>    

\*\*\*PLEASE SAVE A COPY OF THIS DOCUMENT FOR YOUR RECORDS\*\*\*

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