

New starter IT setup form

Complete the requirements before IT starts. Ask IT to return the setup checks before the starter arrives.

1. Manager completes

Detail	Complete here
Starter name and role	
Start date and time	
Manager and contact details	
Work location / delivery address	
Laptop and other equipment	

2. Applications and access

Name each application, folder or mailbox. Add rows as needed. Request only the access required for the role.

Application / resource	Licence or access needed	Approver

3. Approval and readiness

Detail	Complete here
Manager approval / date	
IT contact and ticket reference	
Required ready-by date	
Dependencies or outstanding information	

Do not put passwords, recovery codes or other credentials in this form.

Setup checks and handover

IT completes this page and returns it to the manager. Record unfinished work clearly.

Reference	Complete here
Starter name	
Device name / asset reference	
Engineer / completion date	

4. IT confirms

Check	Pass / outstanding / N/A
Required applications installed and opened	
Licences assigned	
Approved folders and mailboxes accessible	
Required equipment connected and checked	
Sign-in / MFA enrolment arranged securely	
First-day instructions provided	

5. Outstanding work

Item	Owner	Due date

6. Handover

Detail	Complete here
Manager acceptance / date	
First-day contact for help	
Starter confirms access / date	

Do not copy another person's access wholesale. Check each permission with the named approver.