

Onboarding New Employee Tech Need

Note: New employee email address will be created after we receive confirmation that the "Employee Use of Technology" form has been signed in Frontline Central during the onboarding process. This form must be complete before we can begin the Tech onboarding process.

Managers are responsible for technology purchasing:

Department managers, please request a quote from the Tech Department for all tech equipment required to onboard new employees. Tech+ will then send you the requested quote, and instructions on how to proceed. You can begin the Tech onboarding process by sending an email to techsupport@santacruzcoe.org and remember to include the following information in the subject line: **name, department, phone number, Onboarding**. Use this guide to indicate what devices the new employee will need, along with listing the name, job title, department, and start date of the new hire.
PLEASE NOTE: IT CAN TAKE UP TO 4-8 WEEKS TO RECEIVE NEW DEVICES

Office Location/Place/etc.....

Computer Type

- Laptop with Docking Station and/or Hub/dongle(Recommended)
- Desktop Computer (special use-case only)
- Use existing computer (Less than 3 years old)

Operating System

- Mac - Tech+ standard (estimated cost: \$1500)
- Mac for high computer use (ie. graphic design, media, high-end spreadsheet use) n(estimated cost: \$2500)
- Windows (estimated cost: \$2000)
- Chrome for aides, etc. (estimated cost: \$500)

Screens

- Single 34" Widescreen (estimated cost: \$700)
- Two 24" Side-by-side (estimated cost: \$600)
- Use existing Screens/Monitors from _____

Conferencing Equipment

- 1 ear USB Headset (\$30)
- 2 ear USB Headset (\$30)
- Webcam (\$100)
- None Needed

Office Phone/Location

- Extension/person replacement to be used (if replacing)
- New Extension/Phone Needed
- No Phone Needed

Email and Drive

- Email from another employee needs to be forwarded? If so, from who?
- Google Drive Files need to be migrated to this person - if so from who?

Other considerations

- Doc Cam
- Tablet
- Case/Bag
- Do Google Drive files need to be shared?
- Do emails need to be forward (from a previous employee)?
- Special apps