



Checklist for New Consultant/Contractor Onboarding

- Resource Name (First & Last Name)
- Hiring Manager/Approving Manager
- Company/Agency Name
- Department Name
- Project Name (if applicable)
- Cost Centre (If Known)
- Contact Phone Number
- Contract Start Date
- Contract End Date
- Accesses Required: O365 Account (Email & MS Teams), Shared Drive and SharePoint, Jira, Confluence
- Photo ID Badge Required? If so, which campus?
- If user will be on site, will they require access to our Wireless network? If yes, please submit a Guest Wireless Service Request