If your new hire requires any IT hardware, software, or access (see list below), please click on the link to submit their IT onboarding form.  **Please complete this form as soon as possible, to ensure IT has adequate time to provide the needed items prior to their first day.**

**For External hires**: Be advised, this form can only be submitted **one business day after** the hiring manager and / or onboarding coordinator have received the automated HR PeopleSoft email that the new hire has been processed.

**For Internal hires (transfers):** This form can be submitted right away

This form can be completed by the Onboarding coordinator or Manager.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* [Click Here to access IT Onboarding  - New Hire Request link](https://ucalgary.service-now.com/it?id=it_catalog_by_category&sys_id=8272794c13af9e00b5b4df82e144b087)\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*This form is to be used for the following IT onboarding requests:*

***PC / Computer / Software***

* *If the new hire will need a new PC ordered for them*
* *They intend to use an existing PC that is already at the desk*
* *Or a PC is being provided for this new hire by the business unit.*

***Phone / Voicemail***

* *A personal phone number / phone setup at their desk*

***Group File Share access***

* *If the new hire requires access to your department's secured shared drives, confirm the folders they need access to.*

***Individual network******drive***

* *If* *the new hire requires a personal drive (secure file server) for storage of university related data*

***Calendar Delegate access***

* *If your new hire will need to be a delegate on someone’s personal calendar and / or a group shared calendar*

***Cognos***

* *Business Intelligence and Analytics Reporting*

Please see the guides below to assist you in completing the IT Onboarding form.  If you require further assistance, please contact IT at 403.210.9300 press 1 or send an email to [it@ucalgary.ca](mailto:it@ucalgary.ca)

Instructions on submitting the following onboarding related requests are available on the IT Onboarding form or in the links below.

* [Mobile Phone Request](ttps://ucalgary.service-now.com/kb_view.do?sysparm_article=KB0030516)
* [Card / Door Access Request](https://ucalgary.service-now.com/kb_view.do?sysparm_article=KB0030472)
* [Elevated PeopleSoft Access Requests](https://ucalgary.service-now.com/kb_view.do?sysparm_article=KB0030428)

**NOTE**: The IT Onboarding form cannot be saved partially complete, please review the guide below beforehand and ensure you have confirmed all the required information to successfully complete the form

Any of the above requests can also be submitted separately from the IT Onboarding form through the IT website as individual requests.  If you realize after submitting the form, that additional access is required, go to the [IT website](https://ucalgary.service-now.com/it) and type the service you would like to request in the Search bar to find the individual form.

* [Steps to completing the IT Onboarding form](https://ucalgary.service-now.com/kb_view.do?sysparm_article=KB0030414)