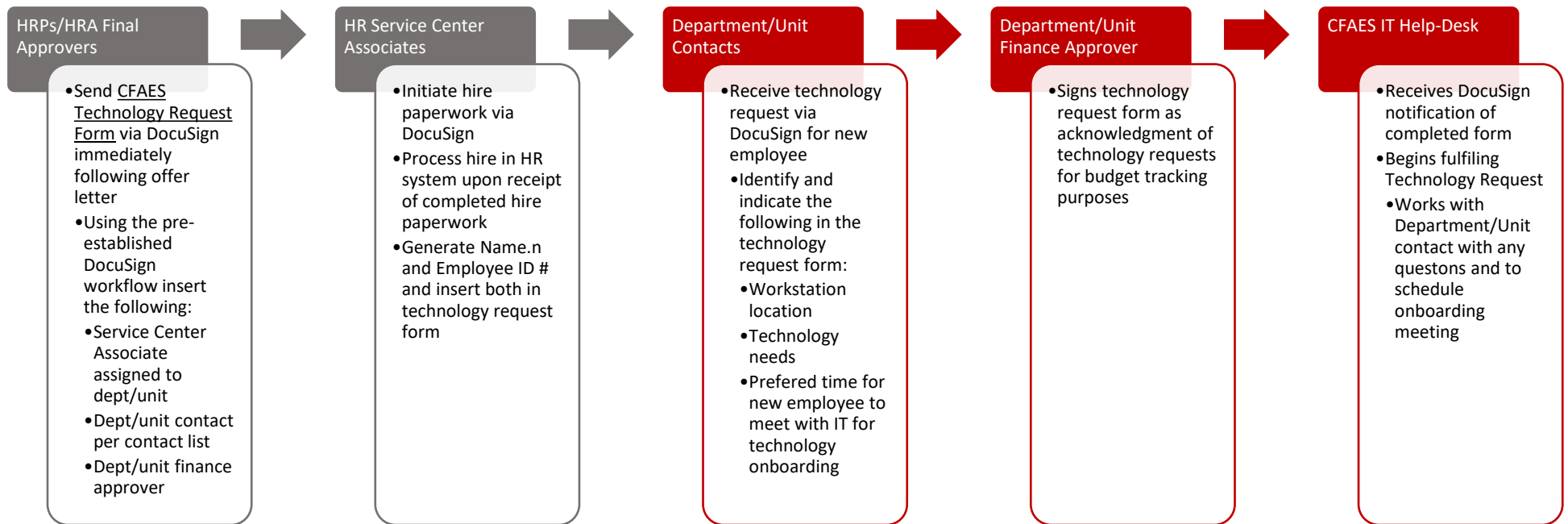


Technology Orientation/Roll-on Process Workflow

For new faculty, staff, and student employees



The CFAES Technology Orientation/Roll-on Request Form is a college shared DocuSign template available to all DocuSign users with “sender” access. The form is to be completed via DocuSign based on the established roles indicated above. At the completion of each role’s assigned tasks, the form will automatically proceed via DocuSign notification to the next role. To ensure adequate lead time of processing technology requests, all forms are to be completed 2 weeks prior to any new or transfer hire’s proposed first day of work.



Technology Orientation/Roll-on

For new faculty, staff, and student employees

Employee Name: Proposed Start Date:

Employee ID: Employee Name.n:

Does Employee have an existing Sponsored Guest User Name.n? Yes No

Hiring Manager / Scheduling Contact:

Name	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Requested Date & Time For Onboarding Meeting w/ IT:

Workstation/Computing Needs:

Is there an existing computer: Yes No

New computing setup:

Workstation needed (list requested package)

(See <http://ocio.osu.edu/KB03740> for standard supported hardware configurations.)

Department/Unit:

Office Location [Room #, Building name, Campus]:

Office Phone #: Does voicemail require reset? Yes No

[NOTE: If a new office phone is required, please contact your Phone Coordinator]

Access Needed:

Fileshare/Network Drives	Printers & Copiers
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For Student Employees Only:

Is a Name.#S account required? Yes No

OTHER TECHNOLOGY & SOFTWARE NEEDS / REQUESTS:

- HRA Final Approver
- Service Center Associate
- Department/Unit Contact
- Department/Unit Finance Approver