



City and Borough of Sitka
IT Department New Hire Setup Request
To Be Completed By Supervisor

Email: Address will be set up by legal first and last name (firstname.lastname@cityofsitka.org). If employee uses a different first name (i.e., name is John but prefers to be called Jack), the email can be (jack.smith@cityofsitka.org instead of john.smith@cityofsitka.org) **if requested below.**

Computer Access: Username will be the first initial of their first name and then their last name. (jsmith)

Password: A default password will be created by IT and given to the employee. After initial default password, the employee will be forced change the password by meeting these requirements (3 of 4):

- Capital Letter
 - Lower Case
 - Letter Number
 - Special Character
- Temporary Password

****NOTE: Allow for 1 Business Day to Complete New Hire Setup****

Full Name: _____ Start Date: _____

Preferred Name for email: _____ see paragraph 1, above

Position Title: _____ Department: _____

Replacement: Is the new employee replacing an existing employee and will they need the same access?

Name of Employee being replaced: _____ Work number: _____

For purposes of setting up this employee, please specify additional information

Group emails:

- cbs.cityhall.staff
- cbs.depthheads.staff
- Other - _____
- Kioske email
- Shared Calendars _____
- Department File Sharing Access
- New World ERP Log-in
- Computer Access
- Document Management System (LaserFiche)

Supervisor Name/Title

emailed to helpdesk@cityofsitka.org on _____

Name of IT/Title

emailed to hr@cityofsitka.org on _____

Name of HR/Title

Received/Scanned _____