



New Staff Member Needs Assessment

IT Needs:

Software:

- E-mail account Contributor Key

Access to edit the following website pages:

- Adobe Acrobat
 RogueNet Software
 Adobe Acrobat
 Access to the following department drives/folders:

- Citrix Access
 Banner
 Other requests:

Hardware:

- Computer

Phones:

- Phone
 Phone Extension
 Name changed to on phone extension
 Long distance code (request for Business Office)

Business Office Needs:

- Access to the following RAPS accounts:

- Copy code locations (request from business office):
- Orientation with Diane (benefits, withholdings, etc.
- RogueNet authorization system access
- RogueNet reimbursement and purchasing system user access
- RogueNet Student Management system user access
- Payroll and Benefits orientation
- Business Cards

Facilities Needs:

- Keys to the following doors:

- Keys to the following cabinets:

- Electrical outlets
- Alarm code

Departmental Needs:

- Set up/request proxy to the following calendars/rooms:

- Office supplies:

- Name tags, uniforms, etc.
- Cabinet keys

Furniture Needs:

- Filing cabinet
- Desk
- Chair