I have a new employee, what do I need to do to get them setup?

Most times, we will have you send us an email to let us know that you have a new employee and what they need access too.

Email to support@precision-computer.com

- We recommend to let us know few days in advanced to better prepare everything, and some items do take few hours to sync (Like new licenses and Microsoft Services)

Here is somethings to include:

- Employees Full Legal Name
- Position
- E-Mail Address (or let us know they need one)
- What they need access to
  - Common Items are
    - Email - desired email address, usually first initial of first name and whole last name (for Example: jsmith@example.com)
    - If they need Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc) or which specific license.
    - Phone Extension or Office Phone (Let us know if you have preferred Extension number or if taking over one)
      - If you need a direct phone number for that extension
    - Access to Files/Folders on File Share or Server (If you may specify which ones)
- Phone Number (Generally cell phone number for Employee for most 2FA requirements)
- Door Fobs / Alarm Codes / Entry Codes (if any needed to be added for new employee)

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