

# NEW EMPLOYEE TECHNOLOGY FORM

*The purpose of this form is to detail the technology needs of all new employees. This should be filled out by the supervisor of a new employee at least three (3) business days prior to the new employee's arrival. All new employees are required to complete the online NOAA IT Security Awareness Course within two (2) business days of the start of their employment with NOAA. Failure to complete the IT Security course can result in the loss of access to NOAA and SSS IT systems. NOAA IT Security Course: <https://campus.noaasecure.us> The completed form should be attached to the NSDesk Ticket or emailed to [NSDesk@noaa.gov](mailto:NSDesk@noaa.gov)*

Username – First: \_\_\_\_\_ Last: \_\_\_\_\_ MI: \_\_\_\_\_  
(If needed)

(This will be the logon ID, e.g. Joseph.Doe)

Date of Arrival: \_\_\_\_\_ Line/Staff Office: \_\_\_\_\_

Org Unit: \_\_\_\_\_ Routing Code: \_\_\_\_\_ Supervisor/COR: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Building: \_\_\_\_\_ Room/Cube: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employment Type – Federal: ☐ Contractor: ☐ Commission: ☐ Associate: ☐ Function: ☐

Is the New Employee a Supervisor? Yes: ☐ No: ☐

Backfilling Position – Yes: ☐ No: ☐ Former Employee (if yes): \_\_\_\_\_

Detailed Employee – Yes: ☐ No: ☐ Departure Date (if yes): \_\_\_\_\_

NOAA Transfer – Yes: ☐ No: ☐ Former Office (if transfer or detail): \_\_\_\_\_

Specific Network Folder Access: \_\_\_\_\_

## Technology Needs:

New PC – Yes: ☐ No: ☐ PC Name (if no): \_\_\_\_\_

Laptop: ☐ Desktop: ☐ VPN Account – Yes (Form Required): ☐ No: ☐

Does Employee need a ServiceNow (SNOW) Account to submit tickets, requests, etc?

Yes: ☐ No: ☐ If yes, End-User: ☐ or Fulfiller (IT Technician Level): ☐

Special Software or Hardware Requirements:

Supervisor/COR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes: \_\_\_\_\_