

NEW HIRE CHECKLIST

LAST, FIRST MIDDLE: _____

GTID: _____
RT: _____

USERNAME: _____

GROUP: _____
ROOM: _____
PHONE: _____

EMAIL: _____

MAGE – requires OIT assigned CSR administrator access login

EMAIL – ALIAS <first.last>@gtri.gatech.edu <username>@stlmail.gtri.org
EMAIL – PRIMARY set as default GTRI email unless a specific request exists

GTRI - <https://alias.gtri/login.php> - requires ISD assigned administrator access login
EMAIL – alias pointer

EXCHANGE – requires Exchange administrator access to domain mail server

MAILBOX > RESET QUOTA uncheck limit

OWA TEST > RECEIVE REPLY

UNIFIED MESSAGING link to assigned phone extension such as 7xxxx

DOMAIN

SECURITY GROUPS > CAG

PROFILE U: DRIVE path to \\stl-ad\dfs<xxx>\user\

USER FOLDER will be autocreated by above action with correct permissions

MISC

LDAP > REQUEST SENT

PHONE ORDER

PENDING ACTIONS or QUESTIONS : write below this line