


Onboarding (Supervisor or delegate can submit up to 3 weeks before employee starts)

New Employee COV account and email request - [New Account request form](#)

(This will only create a new computer account and email. Other request forms are linked below)

Onboarding Employee/Contractor

Use this form to onboard an employee or contractor.



Use this form to request a new COV account or to on-board a new COV user who requires a COV domain account. A COV domain account is required to log on to the COV domain. Each person who uses a computer on the COV domain receives his or her own unique account and user name. This account can then be assigned access to resources within the domain. This knowledge base article provides additional details [KB0018168](#).

A COV account incurs the following monthly chargeback rates. Please check current monthly rates [here](#):

- Full Service Authorized Users
- Single Sign-on Identity Management
- Messaging Mailbox

Average fulfillment time with the current supplier - 5-10 business days

- Requested For field is the supervisor submitting the request.
- Effective date is when you need the account created by (when the user will start)
- New user account is added via the Onboarding section. Multiple accounts can be added as additional rows. Tip: Automation creates accounts by copying the text entered into the First Name and Last Name fields "as is." If the names are entered in all uppercase or lowercase letters, the account and display name will appear exactly as entered. Please ensure the names are entered with the desired capitalization and spelling.

* Effective Date for Request


 

* Onboarding

Actions	Type of Employee	Employee ID	First Name	Middle Initial	Last Name

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- Acceptable Use and Information Security forms must be attached with all new employee requests for them to be approved. The attach button is at the bottom of the form.

 Add attachments

Additional Request forms for VPN, Mobile email, Folder Access, and Distribution lists

(These can only be submitted once the user's account/email has been created)

[Distribution List Request](#)

[VPN Access](#) (Multi factor authentication)

[Shared Mailbox Request](#)

[Microsoft Mobile Device Management](#) (Email on DJJ phone)

[Folder/Share Access Request](#)

If you would like to model access for a new employee after an existing DJJ employee, you can submit that request in the comment text box of any of the these additional request forms.