Onboarding (Supervisor submits 10 days before employee starts)

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

- Requested For field is the supervisor submitting the request. New account is added via the Onboarding section. Multiple accounts can be added as additional rows.
- Account model is used to give new employee(s) the same folder and drive access as an existing employee
- Mailbox size is Business Unlimited
- VPN access, Vitru encryption, and Distribution list access should be added in the request
- Acceptable Use and Information Security forms must be attached with all new employee requests in order to be processed.