

Information Services and Technology (IST)

New Employee Onboarding Checklist

This check list will help new employees gain access to NJIT's IT services. If you have questions about any process, please contact the IST Service Desk at 973-596-2900 or servicedesk.njit.edu

1. Visit Human Resources

- Before accessing NJIT's systems, you must visit the Department of Human Resources (Fenster Hall, suite 500) and complete the necessary new hire paperwork, including your I-9 form. Human Resources will enter your information into their system within 48 hours of receiving it. If possible, you may visit HR prior to your first day of employment. For questions, please contact Human resources at (973) 596-3140.

2. Create your UCID

- After Human Resources **processes** your paperwork, you may self-create your University Computing ID (UCID) by going to the myUCID account claim site found at <https://myucid.njit.edu>.

3. UCID Accounts

- NJITDM, which is used to log into the wireless network (NJITsecure) and the faculty/staff Windows domain
- Highlander Pipeline: <https://my.njit.edu>
- Email access: <https://webmail.njit.edu>

4. Banner Access

- Banner SSB accounts are created upon employment and are accessed through Highlander Pipeline – <https://www.njit.edu/>. More information is available at <https://ist.njit.edu/banner/>.
- Some employees will require access to Banner Finance, Banner HR, or Banner Student. If additional access is required, your supervisor will initiate the process.

5. Web-based Resources

- <https://ist.njit.edu> – Detailed information about available computing services
- <https://ist.njit.edu/software-available-download/> - List of software available in the computer labs and for download
- <https://ist.njit.edu/employee-training/> - Collection of training opportunities to NJIT faculty and staff
- <https://servicedesk.njit.edu> – Submit a request to report an incident to the IST Service Desk.

6. IST Service Desk

Contact the IST Service Desk at (973) 596-2900 or <https://servicedesk.njit.edu>

- Assistance with account and hardware/software related issues or questions
- Ensure your desktop computer or laptop is configured to log on to NJITDM.
- Phone extension voicemail and national/international dial out code (if necessary)
- An appointment with an instructional Technology Specialist who will provide a hands-on introduction to NJIT's computing accounts and systems (optional)