

# New Hire IT Onboarding Checklist

## Summary

This checklist is designed for enterprise IT teams.

## Before Day 1

- \* Create user account and email
- \* Assign device and accessories
- \* Provision licenses and group access

## Day 1

- \* Verify login and MFA setup
- \* Install core applications
- \* Configure VPN and Wi-Fi

## Week 1

- \* Confirm access to shared resources
- \* Introduce helpdesk and support channels
- \* Validate backups / OneDrive sync