SMC New Employee IT Onboarding Process

```
New Employee Data is entered in Colleague
        │
        ▼
Informer New Hire Report is distributed (automatic) ──────► Facilitate Unified Communications Configuration
        │
        ▼
Facilitate Hardware and Software Requirements ──────► User needs a Primary Computer? ──Yes──► Deploy Computer
                                                            │
                                                            No
                                                            ▼
                                                      Create Virtual Desktop

Create Track-IT Work Oder for new Mikenet Account
        │
        ▼
User has Mikenet Account ──Yes──► Update user account information
        │
        No
        ▼
Create Mikenet Username
        │
        ▼
Create Mikenet User Account
        │
        ▼
Portalize Account
        │
        ▼
Helpdesk Provides Documentation & Account Info to User ──────► Track-It Work Order is Closed
```

Update Database Applications

- External Directory (nightly sync)
- Canvas LMS Faculty Import (nightly sync)
- ReACT Password Reset (nightly sync)

- Update CSGold Knightcard Database (KnightCard Office)
- Update LiveSafe Database (Extract to Public Safety)
- Update Rave Database (Extract to Public Safety)
- Update Pinnacle Database (Extract to Public Safety)

Update Database Applications

- PaperCut (nightly sync)
- Internal Portal Directory (nightly sync)