

# New Employee IT Checklist

## 1. Create a VT PIDentifier (PID)

- Go to: <https://onboard.it.vt.edu/>
- Log-in to your office computer using your new PID, see example below:  
**Username:** hokies\your VT PID  
**Password:** your VT PID password

## 2. Phone & Voicemail

- Find out your phone extension. Your extension will display on the phone screen and begin with an 8. Your full phone number will be 703-538-(last four digits of your extension).
- Contact your department's program coordinator/business manager to get the caller ID on your phone updated.
- Contact VT 4help 540-231-4357 or dial extension 14357 to reset the voicemail password.
- Optional – Setup a personal greeting, Instructions: <https://tinyurl.com/32d3psrp>

## 3. Wireless Access, VPN, Remote Access

- Contact your department's program coordinator/business manager to submit an ICR to network services for wireless and VPN access.
- It can take a couple of business days for your wireless account to be activated. Guest wireless is available until then: <https://tinyurl.com/333puuhj>
- After a couple of business day go to: <https://accounts.it.vt.edu/myaccounts> and look under the "Network Access" section.
- Make sure both "Wireless Lan Service" and "Remote Access VPN" have "Yes" next to them in the "Authorized" column. If they have "Yes" in the "Authorized" column that means your wireless account is active, follow setup instructions here: <https://tinyurl.com/f8ctjt68> or contact NVC IT Help at 703-538-8444.

## 4. File Server and Printer Access

- Contact your supervisor to find out which folders on the file server and network printers you will need access to.
- Contact NVC IT Help at [nvcomputerhelp@vt.edu](mailto:nvcomputerhelp@vt.edu) or 703-538-8444 with the folder and printer access you need.

## 5. Computer Software and Hardware

- Contact NVC IT Help to install any computer software or hardware. NVC IT Help contact ([nvcomputerhelp@vt.edu](mailto:nvcomputerhelp@vt.edu) or 703-538-8444)
- Any licensed software (Adobe Creative Cloud, Acrobat, MatLab, SAS, SPSS, etc...) will need to be purchased from campus software before installation.
- Contact your supervisor and program coordinator / business manager to order software licenses or computer hardware.