IT CHECKLIST

NEW EMPLOYEE NAME_____

PROGRAM	SKILL/S TO DEVELOP	DATE COMPLETED	CONTACT PERSON	NOTES CONCERNS
KH email				
Google account				
Canvas				
Outlook				
Off Campus Outlook Access				
Teams				
Zoom				
Jenzabar				
Faculty Portal				
Classroom Technology				
Concur				
ExamSoft				
ECampus				
Scantron				
IT helpdesk process				
Learning Commons Access				