**New Non-Teaching Staff ICT Requirement**

|  |  |
| --- | --- |
| **Name of New Staff:** |  |
| **Commencement date:** |  |
| **Location of workspace:** |  |
| **Department associated with (eg Science and Administration):** |  |
|  |  |
| **Replacing existing role / New role (delete incorrect descriptor)** | |
| **Replacing who (name):** |  |
|  |  |
| **S Drive access – folders, pathways** |  |
| **OLE access** |  |
| **OLE All non-teaching to have the following:**  *Home page opening internet to be OLE* [*https://ole.saintkentigern.com/*](https://ole.saintkentigern.com/)  *OLE – set up ‘My Favourite Groups’ to include*  *College Staff page* [*https://ole.saintkentigern.com/homepage/704/*](https://ole.saintkentigern.com/homepage/704/)  *Admin Support Page* [*https://ole.saintkentigern.com/homepage/27369/*](https://ole.saintkentigern.com/homepage/27369/)  *Social Club page* [*https://ole.saintkentigern.com/homepage/34860/*](https://ole.saintkentigern.com/homepage/34860/)  *College Campus H&S* [*https://ole.saintkentigern.com/homepage/32185/*](https://ole.saintkentigern.com/homepage/32185/) | |
| **Additional OLE groups to be favourites** |  |
| **MS Teams group access (read or write)** *(eg ‘SKC Events’ , SKC Pastoral)* |  |
|  |  |
| **Software requirements**  *Note core programs of MS Office, Synergetic, Teams, will be automatically applied.* |  |
| **Hardware requirements**  *Eg new role, laptop, screen, mouse, keyboard, mouse pad.*  *Replacement may or may not need new equipment but may retain incumbent’s* |  |
| **Print codes/billing** *(can list the departments the role supports)* |  |
| **Email distribution lists:**  **Must include for all non-teaching***:*  [*skcadminstaff@saintkentigern.com*](mailto:skcadminstaff@saintkentigern.com)  [*skcallcampus@saintkentigern.com*](mailto:skcallcampus@saintkentigern.com)  [*SKCAllCollegeStaff@saintkentigern.com*](mailto:SKCAllCollegeStaff@saintkentigern.com) | ***Other email distribution lists:*** |
|  |  |
| **Further requirements** |  |