**New Non-Teaching Staff ICT Requirement**

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| **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**skcallcampus@saintkentigern.com**SKCAllCollegeStaff@saintkentigern.com* | ***Other email distribution lists:*** |
|  |  |
| **Further requirements** |  |