New Employee On-Boarding- 2022

Policy Statement: When a new employee is on-boarded to Georgetown Law Center, the IST department will need a minimum of (3) three business days to provision the equipment. Please do note that custom orders will require additional time for provision.

Reason for Policy: The purpose of this policy to create an authorized process for the assignment/provisioning and requesting of New Employee Computers at the Georgetown Law Center.

Audience of Policy: This policy is intended for all University faculty and staff who will be assigned a University provided and owned computer device that will be provisioned/assigned and procured in accordance with this policy.

Policy Text:
- All new University Faculty and Staff are provided the following from the IST Service Desk:

Hardware
- **1 Desk Phone with corresponding voicemail.**
- **Hardware Allocations:**
  - For Desktop Computer Setups:
    - (1) Desktop Computer (Windows)
    - (1) 24" monitor,
    - (1) wired keyboard,
    - (1) wired mouse.
  - For Laptop Computer Setups*:
    - (1) Laptop Computer (Windows)
    - (1) 24" monitor,
    - (1) wired keyboard,
    - (1) wired mouse.
    - *Laptop are provided to Staff, when staff member is designated for Business continuity or for members of the Senior Staff team.
  - Apple Laptops and iMac devices are provided to Faculty, if requested. Please reference the Computer Refresh Policy on the Law Center Website for the allocated amount.
  - Apple Laptops and iMac devices ARE NOT provided to Staff when requested. They will need to be purchased by the department.
- IST will provide external speakers when requested.

Software

- Current Windows Operating System Software Installed (Windows)
- Current Apple Operating System Software Installed (Apple)
- Current Microsoft Office Suite
- Adobe Reader
- Box Drive
- Zoom
- Any Connect VPN (laptops)
- Firefox (Apple & Windows), Chrome (Apple & Windows), Safari (Apple), Microsoft Edge
- Windows Defender (Anti Virus Windows)

Any additional software packages will need to be purchased by the department/user through their departmental funds.

IST Does NOT provide the following:

- USB Thumb Drives- Please do note that the use of USB drives, while not forbidden, is discouraged upon based on the ease of virus and malware exposure. It is recommended that you use the University provided cloud-based solutions for information access and ease. Google Drive, Box and even your email are solutions for Cloud based anytime access.
- External Hard Drives
- Desk Phone Head Sets
- Subwoofers
- Wire Management
- Computer Adapters