



## New Employee Checklist

This checklist is designed to assist new employees with setting up phone, computer and other resources. This checklist should be reviewed by the supervisor and new employee on the new employee's first day.

### NetID and Password

To set up an email account, a NetID (Network Identifier) must first be established. Each employee's NetID is also the first part of their UT email address. New employees are added to the University directory on a daily basis. New employees can check the directory to see if they have been added and to find out their NetID.

The default password for a NetID is the new employee's first two letters of the birth month, followed by the last two numbers of the birth year, followed by the last four digits of the University ID number.

### UT Tmail Account

Follow the below link to register for a Tmail account. Enter in your NetID and Password. New employees will be asked to establish a Tmail password.

<https://tmail.utk.edu/uact/register.asp>

### Access to appropriate servers and software applications

Identify a current employee in the department (often a supervisor or someone in the same or similar role as the new employee) and ask the Office of Information Technology (OIT) to mirror that person's server access. Make a list of specific software applications (that are not automatically installed on all office computers such as MS Word) that the new employee will need to use and provide it to OIT. OIT can be reached at (865) 974-9900 or a help request can be submitted via <http://contact.helpdesk.utk.edu/>

### IRIS Access

Some positions that deal with budgeting, financials or human resources information require access to UT's information systems database, IRIS. A request for IRIS access must be submitted by the new employee's supervisor to [irisknox@utk.edu](mailto:irisknox@utk.edu)



**Human Resources**

224 Conference Center Building  
Knoxville, TN 37996-4125  
(865) 974-5151  
Fax: (865) 974-3856

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**UT Phone Extension**

A UT phone extension can be requested by completing the Telephone Services Add/Disconnect/Change Your Service Form via the link below.

<http://oit.utk.edu/phone/departmental/serviceform.html>

Questions regarding phone services can be directed the Telephone Services Department at (865) 974-3121 or via email: [telephoneservices@utk.edu](mailto:telephoneservices@utk.edu)

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**Office Keys**

To request office keys, complete the Key Request form via the below link.

<http://www.pp.utk.edu/Forms/Key%20Request.pdf>

The form must be dropped off at 103 Facilities Services Building, 2233 Volunteer Blvd.

Keys generally take 1-2 days to make. Once they are made they can be picked up from the Facilities Services Building.

Questions can be directed to the Lock and Key Services Department at (865) 974-4371.

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**Business Cards**

Each department has a four digit graphics arts password. You will need to obtain this password from your department administrator prior to ordering business cards.

To order business cards, go to

<http://members.printable.com/universityoftennessee/utk/>

Enter in your department's four digit graphic arts password followed by a lower case "e" in both the User ID & Password fields.

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