



Onboarding Checklist

Technical To Do's for Remote Users

Device Configuration

- Operating System: install and updates
- Software Installation: productivity tools, communication software, and specialized applications
- Network Access Configurations: authentication protocols and network settings
- Update Management: patching configuration
- Remote Access Enablement: connect to organization systems

Security

- Security Tools: antivirus, encryption, firewall, and virtual private network (VPN)
- Access Management: multifactor authentication (MFA) and role-based access controls

User Experience

- User-friendly: optimized for easy access and usability
- Onboarding Experience: clear instructions and resources
- Feedback and Improvement: have a format to receive input from users
- Ongoing Support: technical support

