1. Log into Service Now and select **Request Service** from the menu.

2. Select **Onboarding Services**

3. Select **New Employee IT Provisioning**
4. Form Instructions

Use this form to begin the process to order hardware, software, and IT services for a new UCOP employee or contractor. Please answer the questions below and click “Choose Options” at the bottom of the form. You will then be asked to provide more details about the order for the new employee or contractor.

It is essential that you submit the legal name (as it appears on birth certificate or passport) that payroll will use for the new employee or contractor. If the employee would like to use a different name for their email, please type it in the field “Name for Email Account”.

Please allow 7 business days for the delivery of all items.

5. Fill in **New Hire information**. Fields marked with an asterisk are required.

6. Add any optional comments. Select “Yes” or “No” in response to Print Services. If yes, you will be required to include chart of accounts information.
7. Fill in all requested information. Different information will be required based on your selections. Select **Choose Options** to advance to the next page to view computer options.

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Note: If an employee lives within a 50 mile radius, all equipment must be picked up at the office. If an employee is full time remote and lives outside of 50 miles, please provide a shipping address and personal phone number.

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8. Many of the fields are not required but are extremely helpful in providing the correct equipment and services for the new employee. The identification of a New Hire Buddy is important to ensuring a successful experience. Upon submission of this form, the Hiring Manager will receive an Onboarding Checklist and the Buddy will receive a set of Guidelines outlining their responsibilities.
9. When all fields are completed, click on the checkout button at the top or the bottom of the page.