

# New Employee Digital Systems Access

Use this template to help your new employee gain access to your digital systems.

<b>Employee Name</b>	
<b>Date</b>	

<b>System</b>	<b>Username</b>	<b>Default Password</b>	<b>Change default password *</b>
<i>email</i>	<i>test@socialink.org.nz</i>	<i>welcome!</i>	y

\* Once employees have access to your systems, make sure they change their default passwords (where permitted).