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PRACTICAL CHECKLIST

# New employee access checklist

FOR: THE PERSON CREATING ACCOUNTS AND ISSUING WORK EQUIPMENT

1. Receive an approved access request.
2. Create a personal account.
3. Enable MFA and verify recovery methods.
4. Grant only the groups and folders required by the role.
5. Prepare the computer with encryption and management.
6. Provide security instructions.

This resource supports the work but does not replace a technical review of a specific environment or legal advice.