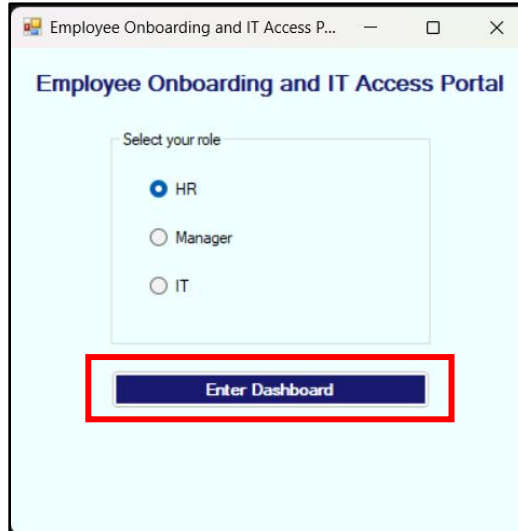


User Manual

HR Walkthrough

1. Select the **HR** role on the login page and click “*Enter Dashboard*”.



Employee Onboarding and IT Access Portal

Select your role

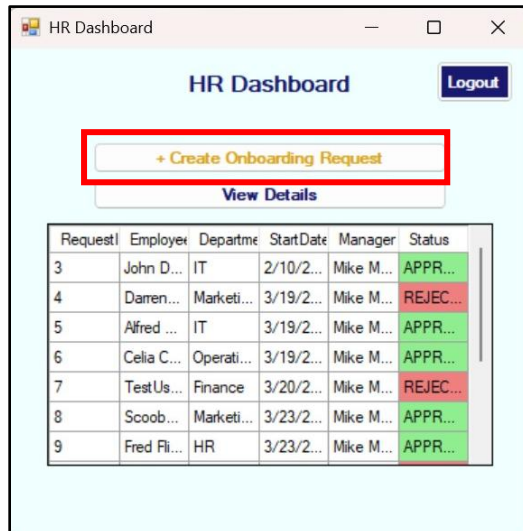
☒ HR

☐ Manager

☐ IT

Enter Dashboard

2. To create an onboarding request, click “*Create Onboarding Request*”.



HR Dashboard

Logout

+ Create Onboarding Request

View Details

Request#	Employee	Department	Start Date	Manager	Status
3	John D...	IT	2/10/2...	Mike M...	APPR...
4	Darren...	Marketi...	3/19/2...	Mike M...	REJEC...
5	Alfred ...	IT	3/19/2...	Mike M...	APPR...
6	Celia C...	Operati...	3/19/2...	Mike M...	APPR...
7	TestUs...	Finance	3/20/2...	Mike M...	REJEC...
8	Scoob...	Marketi...	3/23/2...	Mike M...	APPR...
9	Fred Fl...	HR	3/23/2...	Mike M...	APPR...

3. Enter the employee’s name, date, department, and required systems.

Create Onboarding Request

Employee Onboarding Portal [Back](#)

Employee Name:

Start Date: 4/ 2/2026

Department: IT

Required Systems:

☐ Email

☐ VPN

☐ Payroll

☐ Git/ Repo Access

[Submit Request](#)

- Click “*Submit Request*” to submit the onboarding request for manager review.

Create Onboarding Request

Employee Onboarding Portal [Back](#)

Employee Name:

Start Date: 4/ 2/2026

Department: IT

Required Systems:

☐ Email

☐ VPN

☐ Payroll

☐ Git/ Repo Access

[Submit Request](#)

- Click “*Logout*” to return to the original portal login page.

HR Dashboard

[Logout](#)

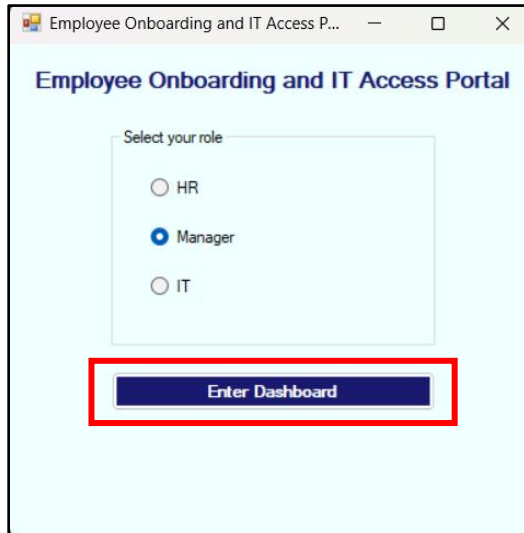
[+ Create Onboarding Request](#)

[View Details](#)

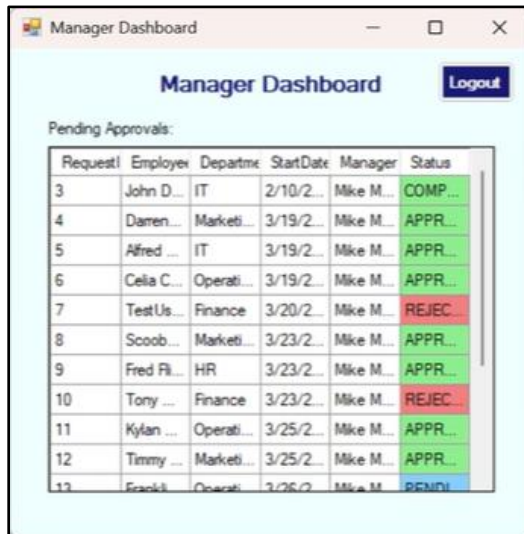
Request#	Employee	Department	Start Date	Manager	Status
3	John D...	IT	2/10/2...	Mike M...	APPR...
4	Damen...	Marketi...	3/19/2...	Mike M...	REJEC...
5	Alfred ...	IT	3/19/2...	Mike M...	APPR...
6	Celia C...	Operati...	3/19/2...	Mike M...	APPR...
7	TestUs...	Finance	3/20/2...	Mike M...	REJEC...
8	Scoob...	Marketi...	3/23/2...	Mike M...	APPR...
9	Fred Fli...	HR	3/23/2...	Mike M...	APPR...

Manager Walkthrough

1. Select the **Manager** role on the login page and click “*Enter Dashboard*”.

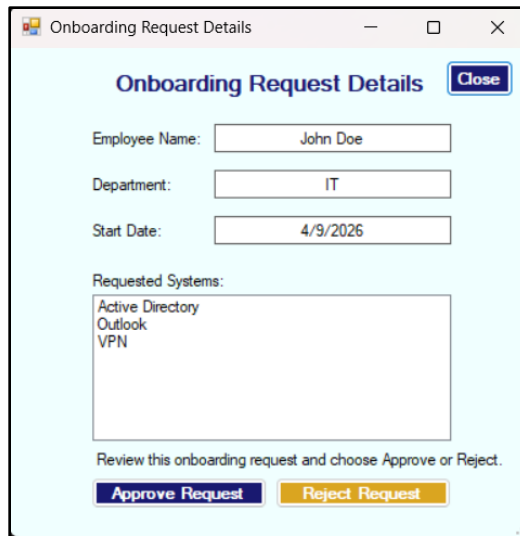


2. Select an employee in the dashboard view.



Request#	Employee	Departme	StartDate	Manager	Status
3	John D...	IT	2/10/2...	Mike M...	COMP...
4	Damen...	Marketi...	3/19/2...	Mike M...	APPR...
5	Alfred ...	IT	3/19/2...	Mike M...	APPR...
6	Celia C...	Operati...	3/19/2...	Mike M...	APPR...
7	TestUs...	Finance	3/20/2...	Mike M...	REJEC...
8	Scoob...	Marketi...	3/23/2...	Mike M...	APPR...
9	Fred Ri...	HR	3/23/2...	Mike M...	APPR...
10	Tony ...	Finance	3/23/2...	Mike M...	REJEC...
11	Kylan ...	Operati...	3/25/2...	Mike M...	APPR...
12	Timmy ...	Marketi...	3/25/2...	Mike M...	APPR...
13	Franki...	Operati...	3/26/2...	Mike M...	PENDING

3. On the Onboarding Request Details page, review the employee information and requested systems.



Onboarding Request Details

Close

Employee Name: John Doe

Department: IT

Start Date: 4/9/2026

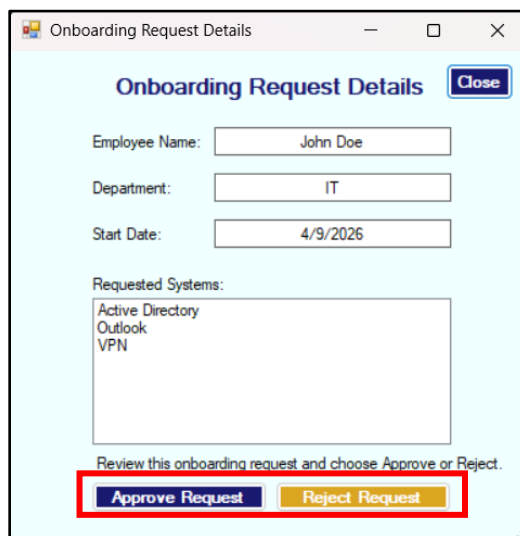
Requested Systems:

- Active Directory
- Outlook
- VPN

Review this onboarding request and choose Approve or Reject.

Approve Request Reject Request

4. Click *“Approve Request”* to approve the onboarding request or click *“Reject Request”* to deny the onboarding request.



Onboarding Request Details

Close

Employee Name: John Doe

Department: IT

Start Date: 4/9/2026

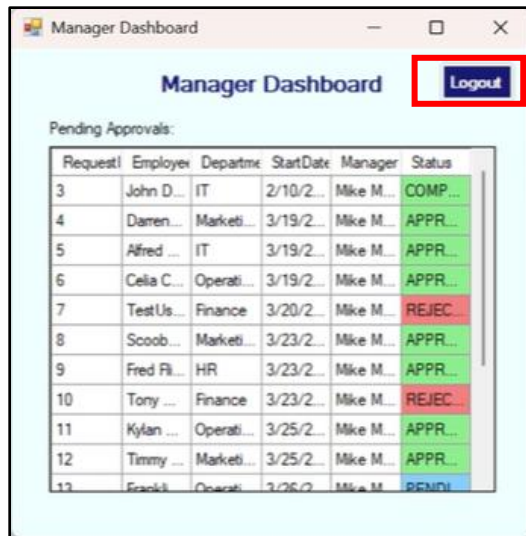
Requested Systems:

- Active Directory
- Outlook
- VPN

Review this onboarding request and choose Approve or Reject.

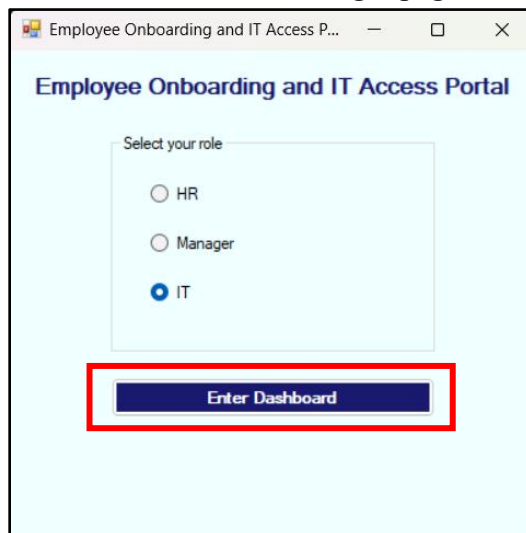
Approve Request Reject Request

6. Click *“Logout”* to return to the original portal login page.



IT Walkthrough

1. Select the **IT** role on the login page and click “*Enter Dashboard*”.



2. Select an employee in the dashboard view.

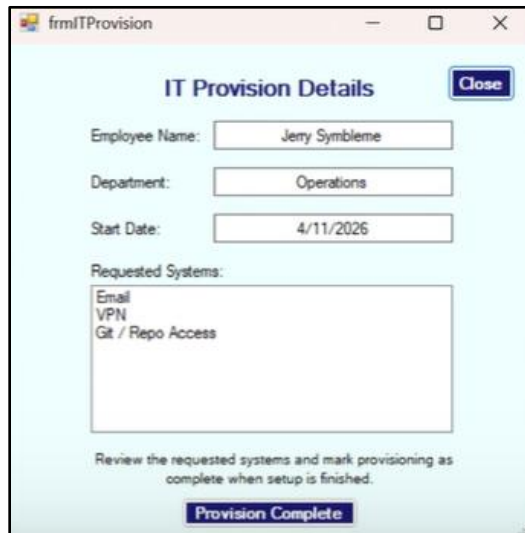


IT Dashboard [Logout](#)

RequestId	Employee	Department	StartDate	Manager	Status
3	John Doe	IT	2/10/20...	Mike Ma...	COMPL...
4	Damen ...	Marketing	3/19/20...	Mike Ma...	APPRO...
5	Alfred pe...	IT	3/19/20...	Mike Ma...	APPRO...
6	Celia Cruz	Operations	3/19/20...	Mike Ma...	APPRO...
8	Scoober...	Marketing	3/23/20...	Mike Ma...	APPRO...
9	Fred Flin...	HR	3/23/20...	Mike Ma...	APPRO...
11	Kylan G...	Operations	3/25/20...	Mike Ma...	APPRO...
12	Timmy T...	Marketing	3/25/20...	Mike Ma...	APPRO...
15	Eddie M...	Marketing	4/10/20...	Mike Ma...	APPRO...
18	Jerry Sy...	Operations	4/11/20...	Mike Ma...	APPRO...

[View Details](#)

- On the IT Provision Details page, review the approved employee information and requested systems.



IT Provision Details [Close](#)

Employee Name:

Department:

Start Date:

Requested Systems:

Email

VPN

Git / Repo Access

Review the requested systems and mark provisioning as complete when setup is finished.

[Provision Complete](#)

- Click “*Provision Complete*” when all provisioning tasks are completed.

frmITProvision

IT Provision Details

Close

Employee Name:

Department:

Start Date:

Requested Systems:

Email

VPN

Git / Repo Access

Review the requested systems and mark provisioning as complete when setup is finished.

Provision Complete

5. The onboarding workflow is now completed for the selected employee.

IT Dashboard

Logout

RequestId	Employee	Department	StartDate	Manager	Status
3	John Doe	IT	2/10/20...	Mike Ma...	COMPL...
4	Darren ...	Marketing	3/19/20...	Mike Ma...	APPRO...
5	Alfred pe...	IT	3/19/20...	Mike Ma...	APPRO...
6	Celia Cruz	Operatio...	3/19/20...	Mike Ma...	APPRO...
8	Scoober...	Marketing	3/23/20...	Mike Ma...	APPRO...
9	Fred Flin...	HR	3/23/20...	Mike Ma...	APPRO...
11	Kylan G...	Operatio...	3/25/20...	Mike Ma...	APPRO...
12	Timmy T...	Marketing	3/25/20...	Mike Ma...	APPRO...
15	Eddie M...	Marketing	4/10/20...	Mike Ma...	APPRO...
18	Jerry Sy...	Operatio...	4/11/20...	Mike Ma...	COMPL...

View Details

7. Click "Logout" to return to the original portal login page.

IT Dashboard

Logout

RequestId	Employee	Department	StartDate	Manager	Status
3	John Doe	IT	2/10/20...	Mike Ma...	COMPL...
4	Darren ...	Marketing	3/19/20...	Mike Ma...	APPRO...
5	Alfred pe...	IT	3/19/20...	Mike Ma...	APPRO...
6	Celia Cruz	Operations	3/19/20...	Mike Ma...	APPRO...
8	Scoober...	Marketing	3/23/20...	Mike Ma...	APPRO...
9	Fred Flin...	HR	3/23/20...	Mike Ma...	APPRO...
11	Kylan G...	Operations	3/25/20...	Mike Ma...	APPRO...
12	Timmy T...	Marketing	3/25/20...	Mike Ma...	APPRO...
15	Eddie M...	Marketing	4/10/20...	Mike Ma...	APPRO...
18	Jerry Sy...	Operations	4/11/20...	Mike Ma...	APPRO...

View Details