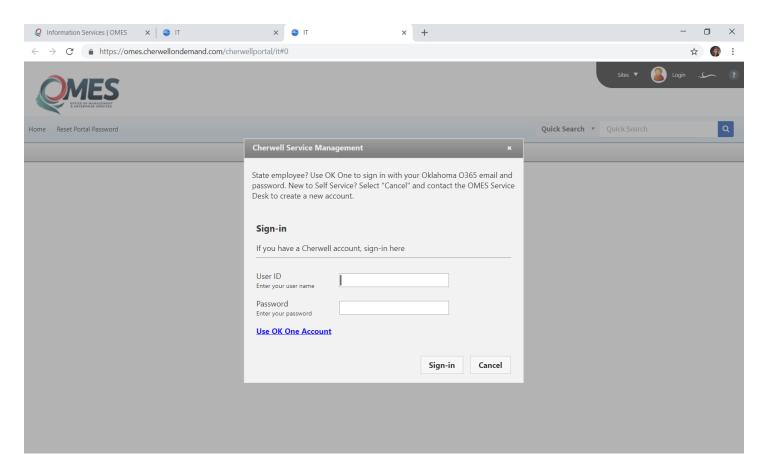
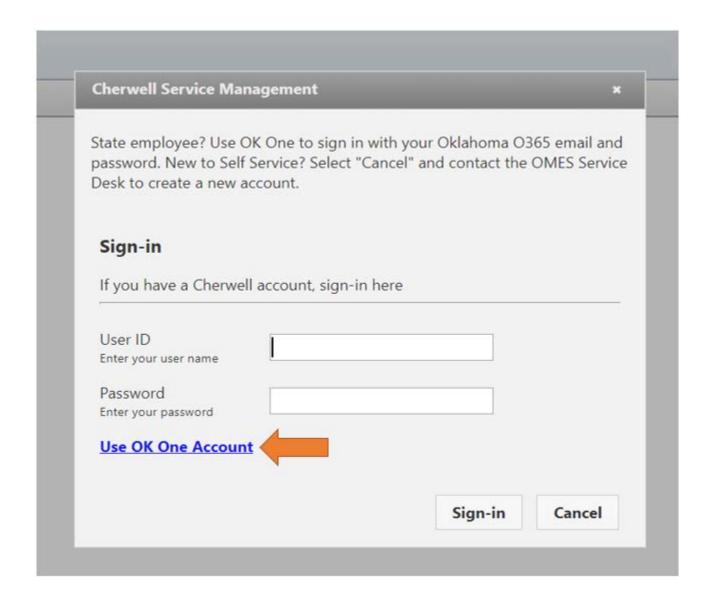


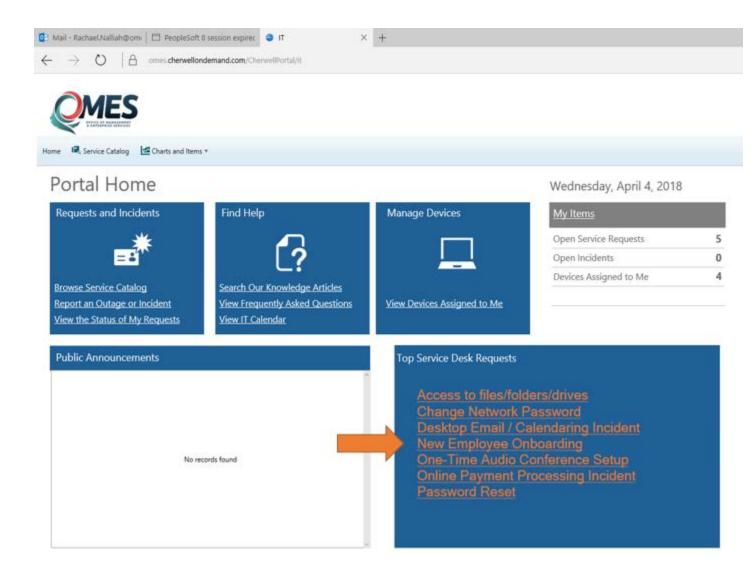
Cherwell Onboarding Instructions

Link: http://omes.cherwellondemand.com/cherwellportal/it#0

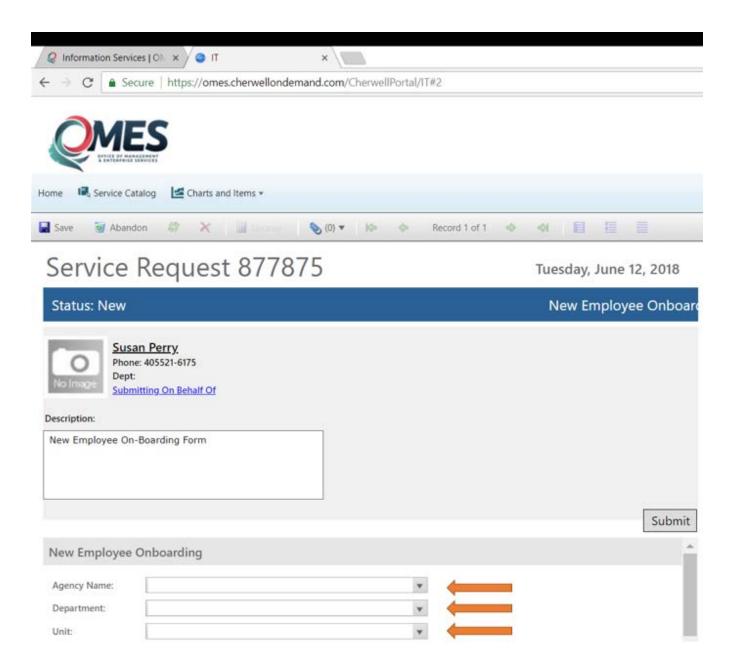




- **Enter** User ID (employee number) and Password that is used to log into computer.
- Select the link titled Use OK One Account.
- If necessary, you will prompted to log in to O365.
- Two more screens will refresh and then take you into Cherwell.
- If you have problems signing in to Cherwell, contact the OMES Service Desk at 521-2444.



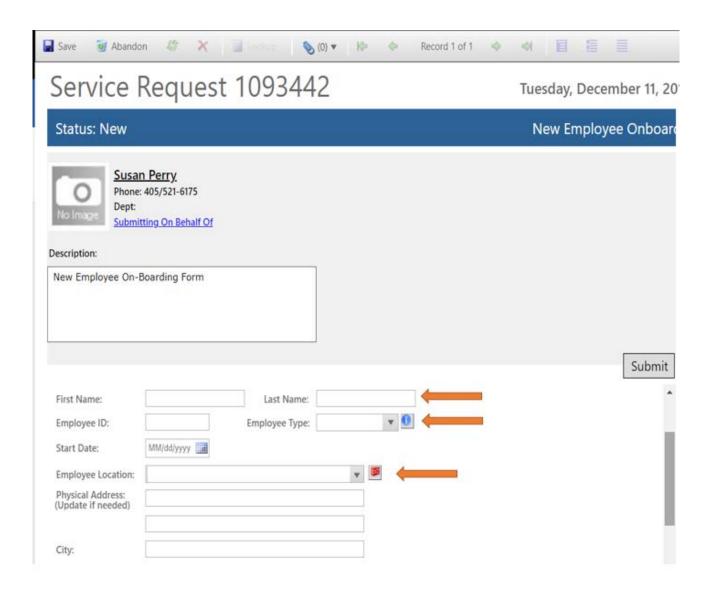
Select the link titled **New Employee Onboarding**.



Use the drop-down menus for:

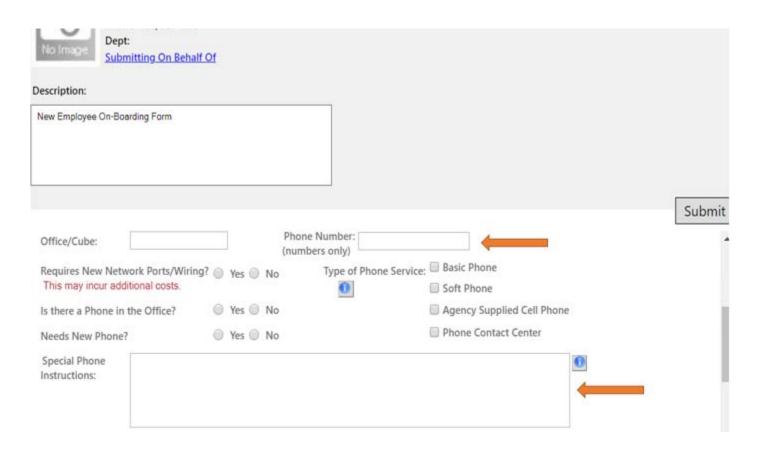
- Agency Name.
- Department.
- Unit.

Scroll down.



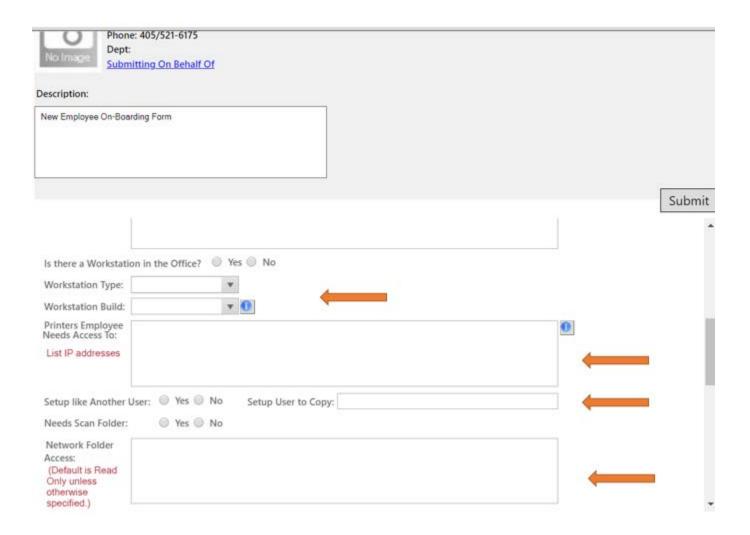
- Enter First Name and Last Name.
- Employee ID and Start Date will be left blank for now. HR will provide this information to the service desk after new employee accepts position.
- Employee Type: Choose between State Employee or Contractor. NOTE: If temporary employee, choose Contractor.
- Employee Location: Use drop-down menu.
- Physical Address: Will autofill from location choice, or use this space to update address information.

• Scroll down.



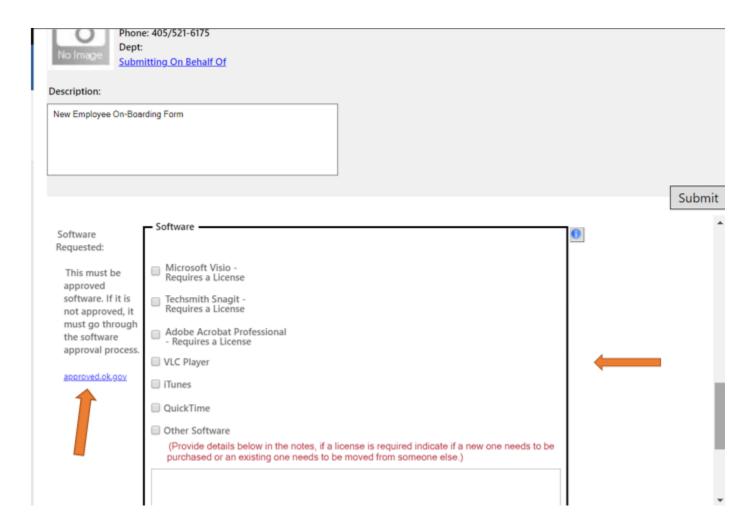
- Enter Office/Cube No.
- Phone Number: **Enter** number if there is already a phone.
- Requires New Network Ports/Wiring: Mark Yes or No.
- Is there a Phone in the Office? Mark Yes or No.
- Needs New Phone? Mark Yes or No.
- Answer Type of Phone Service.
- Special Phone Instructions: Enter any additional phone information in this area.

Scroll down.



- Is there is a Workstation in the Office? Mark Yes or No.
- Use drop-down menu for Workstation Type.
- Use drop-down menu for Workstation Build.
- Printers Employee Needs Access To: List the IP address for any printer employee needs access to.
- Setup like Another User: Mark Yes or No.
- Setup User to Copy: **Provide** name of employee to copy.
- Needs Scan Folder: Mark Yes or No.
- Network Folder Access: Provide which network folders and type of access new employee needs.

Scroll Down



 Software Requested: Mark software required for new employee. If needed software is not listed, indicate with details in Other Software.

NOTE: Software must be approved. Use the approved.ok.gov link to get approval, if needed.

• Scroll down.



- Needs Mobile Device Management? Mark Yes or No.
- Needs VPN (Remote PC) Connection? Mark Yes or No.
- Please provide any additional special instructions: Add any additional information in this space.
- Select Submit.

Select the blue info buttons for additional instructions and information.

NOTE: This is a living document which will be updated and enhanced as needed with additional information requirements to assist OMES IS in supplying the right equipment and resources. Make sure you provide all the information requested in this form. You can select the blue information button for further details on questions where it is available.