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| **Information Technology** | **Version:** 7.11.19 | **ID:** SE-011 |

**On Your Desk:**

* Computer
  + You have a laptop/desktop, etc. explain here
* Desk Phone
  + The Santa/Servco main number is XXXXXX
  + Your extension is XXXX
  + Your direct dial is XXX-XXX-XXXX if applicable
* Cell Phone (if the person is eligible) any information/cell phone agreement
* Key Fob – this will open locked doors to building internally and externally

**Network Logon Credentials:**

User Name:

Email Address:

Password: *Temporary password –* ***santa***

*You will be required to change this at first logon*

**Software Login Credentials:**

Enter these here:

**Phone Information:**

Extension:

Pin #:

Voicemail Pin #:

Direct Dial: