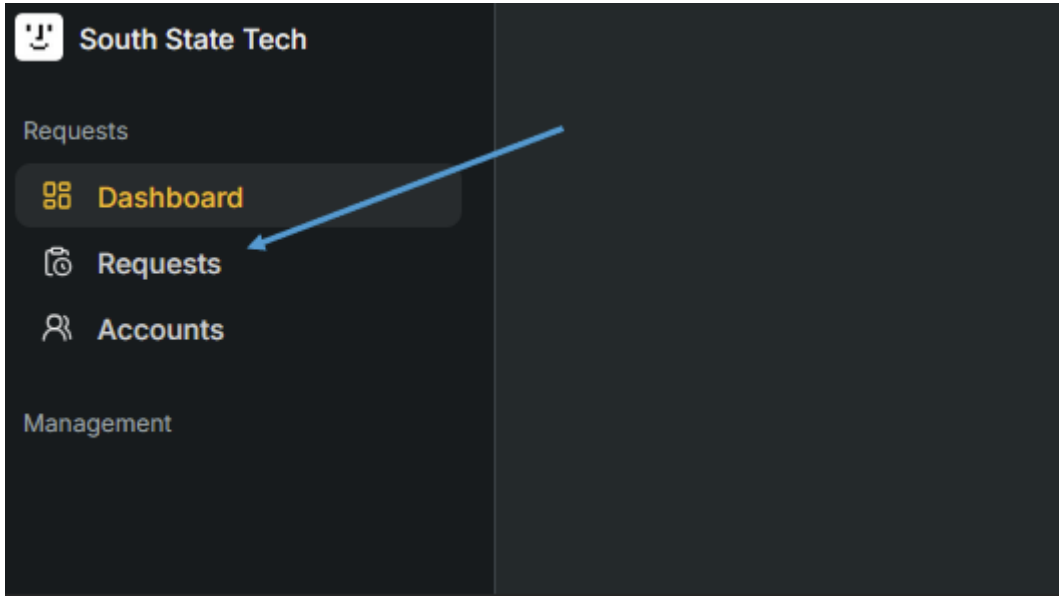
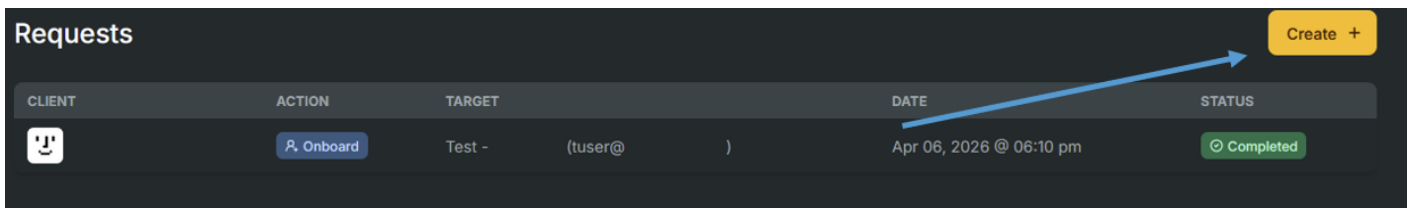


Request a New User

1. On the left side of the page, head to 'Requests'



2. Click on 'Create +' to start the request



3. Fill out the new users information

Note: If the new users cell phone number is unknown, please input 1's

Cell phone *
111111111

New request ✕

Personal Information

First Name * Last Name *

Display Name *

Username * @

Cell phone * Office phone

Department

Job title (for email signature)

Office location

4. Check off any group or distribution groups the user should be added to

Groups

Microsoft 365 Groups

All

Distribution Lists

5. Choose what m365 license the user should get

Licenses

- Office 365 E3
- Exchange Online (Plan 1)
- Microsoft 365 Business Standard

6. Choose what software, shared drives, and printers the user should get on their work PC


Software	Shared Folders/Drives	Printers & Scanners
<input type="checkbox"/> Adobe Creative Cloud	<input type="checkbox"/> H	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> J	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> M	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Q	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Y	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Z	<input type="checkbox"/>

7. Designate a work computer for the new user (Either existing, or brand new). If it is an existing computer choose which one from the drop down

Which computer will this person use?

- Use an existing company computer
- Set up a brand-new computer
- Use their own device (BYOD)

Select existing computer *

Select an option 

8. Add any additional information and click 'Submit request'

Additional information

[Submit request](#)

9. Once submitted your request will show up as 'Pending'

Requests [Create +](#)

CLIENT	ACTION	TARGET	DATE	STATUS
	Onboard	User Two	Apr 06, 2026 @ 06:53 pm	Pending
	Onboard		Apr 06, 2026 @ 06:10 pm	Completed

10. You will get an Email as soon as the onboarding is complete

SST Onboard Tool
Your User Account Request Has Been Processed 3:01 PM
CAUTION: This email originated from outside the organization. Do ...

Revision #2
Created 6 April 2026 18:29:29 by Admin
Updated 6 April 2026 19:02:55 by Admin