

# NEW USER CHECKLIST

## 1 YOUR FIRST DAY

- ☐ Log in to your AgriLife- issued computer  
Username: your firstname.lastname@agNET.tamu.edu  
Password: temporary password given to you
- ☐ Set up your Multi-Factor Authentication method
- ☐ Set your AgNet password
- ☐ Sign in to your AgriLife email
- ☐ Sign in to Microsoft Teams
- ☐ Sign in to OneDrive and start syncing your files
- ☐ Find the contact information for your IT Support Team

## 2 YOUR FIRST WEEK

- ☐ Bookmark important links
- ☐ Add your AgriLife email to your smartphone (iPhone or Android)
- ☐ Sign up for AIT Service Alerts
- ☐ Log in to AgriLife People to update your directory profile and request IT Services

## 3 YOUR FIRST MONTH

- ☐ Review AgriLife IT Rules & Procedures
- ☐ Send any IT-related questions to your IT Support Team
- ☐ Familiarize yourself with the AgriLife IT website
- ☐ Check out AgriLife IT's training materials

## 4 OPTIONAL STEPS

- ☐ Install Office 365 on your personal devices
- ☐ Install Sophos Home Premium on your personal devices
- ☐ Review the Remote Office Resources if you will be working remotely