

Employee digital systems access list

Use this template to help your new employee gain access to your digital systems.

Name	
Date	

System	Username	Default Password	Change default password *
<i>email</i>	<i>jane@thisplace.co.nz</i>	<i>welcome!</i>	y

* Once employees have access to your systems, make sure they change their default passwords (where permitted).

For more information, see [Business.govt.nz](https://business.govt.nz)'s Hiring and managing people section.

