

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>	<i>Yes</i>

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

For more information,
see business.govt.nz's
Hiring and managing people section

