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

|  |  |  |  |
| --- | --- | --- | --- |
| **System** | **Username** | **Default Password** | **Change default password \*** |
| *email* | *jane@thisplace.co.nz* | *welcome!* | y |
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|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |

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