

PREPARING THE WORKSITE

Divisions can prepare the worksite for the new employee by providing the following:

- Computer and SIGNET Account – (Available under Outlook Tools, Forms, Choose Form, SIGNET Account Request – complete this form and forward to the SIGNET Account Administration Unit)
- Telephone – Contact SXTV 944-2513 or 996-6298
- Voice Mail – Contact SXTV 944-4444
- Office Key or new combination padlock*
- Headquarters Telephone Directory – Contact 944-0647
- Name Signage – Contact SRAA by e-mail or memo with specific requirements

* If required, please contact L. Perrault, ISRG by e-mail.