

BERTELSMANN

New Starter Form

New Employee Information: (All fields required)		
Start Date:	First Name:	Last Name:
Preferred Name:	Department:	
Manager:	Title/Position:	
End Date: (if consultant or temp)		
Access Configuration		

Default Domain: @Bertelsmann.com

@bdmifund.com (for BDMI use only)

Mirror Account Access:

Softwares

SAP

MS Teams

Adobe Pro

Zoom

Efax

VPN

Box.com

GotoMyPC

Hardware

Computer Need?

Y

N

Deskphone/VM?

Y

N

Cell Phone Plan?

Y

N

Network Drives List:

Requester Signatures

Requesting Manager Signature: