

## Simulation On-board/ Off Board

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Description: Simulation specific guidelines for onboarding new hires

### Onboarding

- Create Cherwell Ticket with new hires contact information and what access will be granted (drive access, Simulation IQ access, etc)
  - AD
    - Add eid to:
      - SimRemote Group
      - Appropriate Sim staff group (SimSP, SimAdmin, SimStaff, etc)
  - EMS (SimulationIQ)
    - Add new hire by eid and assign appropriate permissions
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