



DENVER[®]
THE MILE HIGH CITY

NEW NON-EMPLOYEE CHECKLIST

This checklist should be used for all **contractors, volunteers** and unpaid interns.

This checklist is an aid for hiring managers and should not be submitted with other forms.

Prior to Arrival

- Complete the online **Computer User Request** form located on DOT:
- Have the individual review and sign the **Acceptable Use Agreement** form.
- Have the individual complete the **VPN Agreement Form** if they will need remote access to the City's network.

These forms can be found in the *Forms to Download* Section of denvergov.org/managerresources

- Submit both forms to the Help Desk via:
 - Email: Help.Desk@denvergov.org
 - Fax 720-913-4368
 - Inter-office mail: 10 Galapago

- Once the ID has been created, the hiring manager will receive an email from the Identity Management system.

- Hiring managers are responsible for validating all agency required documents before first day of employment.

Please contact the Technology Services Help Desk at 720-913-4357 with questions.