IT Onboarding & Admin

Welcome to Syensqo!

Please find below the **Onboarding Journey** (slide 5), a **checklist for your 1st week** (slide 6) as well as a list of the **most relevant links** to get to know Syensqo (slides 8-10).

Welcome Sessions

Each month, a **Welcome Session** is organized for all the **new joiners of the ongoing month**. During this session, a presentation of the Syensqo organization, vision & roadmap is given to the new joiners.

Please find below the presentation slides:

Administrative prerequisites

From an **administrative perspective**, several checks must be completed, and access requests for certain applications are required.

Applications Requiring Access Requests

- **Replicon:** Our timesheet application for recording time on a monthly basis.
- **My HR Services:** Used for requesting time-off, setting goals, and conducting performance reviews.
- **You Grow:** Facilitates essential training, including cybersecurity and compliance.
- **SyGPT:** A secure and confidential AI Virtual Assistant.
- **Your Domain Drive:** A restricted drive for storing Build & Run documents within your domain. (Please request access through your team.)
- **Jira:** Our preferred project management tool for IT projects.
- **Service One:** Syensqo's ticketing system.
- **The Syensqo Hub:** Syensqo's intranet.
- **LeanIX:** Our application repository, detailing applications, application owners, interfaces, and business capabilities.
- **IT SCO For All:** IT Syensqo Shared Drive

Submit Your Timesheets Monthly

(Please go through the slide deck)

Syensqo IT Change Agents Community

The **Syensqo IT Change Agents Community** is here to support you. Feel free to ask questions, share thoughts, ideas, and doubts. Their role is to assist colleagues directly, bypassing hierarchical barriers.

Syensqo IT Change Agents Community

💡 **Want to support Syensqo IT during this exciting transformation?** Step up and make an impact—volunteer as a **Change Agent**!

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