

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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