



NEW MEMBERS' CHECKLIST

HAVE YOU...

<input type="checkbox"/>	visited the New Members' Reception Area in Portcullis House?	
<input type="checkbox"/>	got your security pass ?	
<input type="checkbox"/>	attended an induction session for the IPSA expenses system at the New Members' Reception Area?	
<input type="checkbox"/>	found the hot-desking facilities and temporary locker allocated to you until your permanent office is available?	
<input type="checkbox"/>	collected your laptop or made arrangements for your IT provision?	
<input type="checkbox"/>	gained access to the Parliamentary Network ?	
<input type="checkbox"/>	arranged your telecoms – set up voicemail, arranged to receive messages, been allocated your telephone numbers?	
<input type="checkbox"/>	made arrangements for your mail to reach you? <i>contact the Members' Post Office on x4639</i>	

RETURNING MEMBERS' CHECKLIST

HAVE YOU...

<input type="checkbox"/>	contacted the Members' Post Office on x4639 to make arrangements for your mail deliveries ?	
<input type="checkbox"/>	attended an induction session on the IPSA expenses system at the New Members' Reception Area? <i>Call 020 7811 6400 to book a session</i>	

ARE YOU AWARE THAT...

<input type="checkbox"/>	your Parliamentary Network accounts will be reactivated when the polls close?
<input type="checkbox"/>	your telephone numbers will remain the same even if you move office?
<input type="checkbox"/>	there is new guidance agreed by the House of Commons Commission on conduct and use of parliamentary resources in the New Members' guidebook on page 2?
<input type="checkbox"/>	a programme to replace your computer equipment will start in the summer? <i>PICT will contact you directly to arrange this</i>
<input type="checkbox"/>	our password policy is changing? <i>When your current password expires it will not need to be changed again for 120 days, but it will need to be made up of at least six upper and lower case characters including a symbol or a number.</i>