## Quick Reference for IT at Lendlease



We strive to create the best technology experience...you help us achieve that!



Our normal business hours are 24×5 (M-F) with on-call support for the weekends (leave a voicemail for a call back).

The Service Desk numbers can be found on your PC desktop.

+1 866 848 1200 - US number

### Start with The Pulse

The Pulse is Lendlease's Intranet website and contains what you'll need to know to get started.

Links to basic services you'll find in A to Z (Some apps are different per region)

- Timesheets
- Password Manager
- Policies and Procedures
- Mobile Phone Request or Replace
- Workday: Absence, Benefits, Learning, Pay
- Employee Deals
- Expense Reporting

# Service Central is your IT Portal for service and support

Service Central is your one stop portal for all IT needs including company standard hardware and software, how-to articles, latest news and outages, and electronic approvals if you are a manager.

Lendlease PCs have managed permissions to improve security and efficiency of the fleet. You will need to call the Service Desk or order from Service Central for installation of applications. Exceptions are printers. Use the Cyberark icon in the system tray on your computer's desktop to install printers in Office or Cirrato for project sites.

Microsoft O365 is available to all employees. This service provides applications such as OneDrive to safeguard and share files. office.com

### Passwords are complex

Use Password Manager for guidance in creating and maintaining your password including security questions.

#### When in doubt...call the Service Desk!

You can "live chat" with the Service Desk if you prefer.