This article will discuss best practices for technology onboarding and new hire account requests. Purchasing standards for staff laptops and recommendations, prices, and comparisons of each computer are visible.

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Technology Onboarding Best Practices and Information

- **PennKey username** - Most technology onboarding processes cannot begin without a PennKey. Technology requests should be submitted as soon as possible (even without a PennKey) so we can start the process; however, we ask that you follow up with PennKey information once it is received.

- **Day one deployment** - Day one deployment is our goal! This is made possible by advanced notice of the new hires' start date (at least ten business days notice preferred). If your technology request cannot be processed in time to arrive on the start date, a loaner may be provided (subject to availability).

- **Account mirroring** - To avoid mistakes during the account provisioning process, we ask that access to resources be explicitly requested when completing the technology onboarding survey.

- **Specialized software and configurations** - Many departments require software and configurations specific to their workflow. While we know most needs, please include these (to the best of your ability) when completing the 'specialized software' section of the technology onboarding survey. Some examples include - Google Apps, Java (for Ben Financials), Smart View, Global Protect, etc.

- **Pricing** - Technology pricing can fluctuate 10% or more during its product life cycle.

After reading this guide, complete the **Staff Technology Onboarding Survey** to submit an official technology request.

Laptop Recommendations and Standards

This section will discuss the price difference and usage of Mac versus Windows PC laptops. For more
Mac computers run on macOS, the proprietary operating system of Apple products. This system is also known for its user-friendly interface, stability, and security features. Mac models excel in picture accuracy and photo and video editing tasks and remain compatible with most productivity applications. Mac systems can seamlessly integrate with other Apple devices and services, such as iPhones, iPads, Apple Watch, and iCloud. This allows for a cohesive and interconnected user experience across multiple devices.
Windows PC

Windows PCs operate on the Windows operating system, which is developed by Microsoft. Windows is known for its widespread usage, versatility, and compatibility. Windows has a vast library of compatible software applications, ranging from productivity tools and creative suites to gaming software and specialized business applications. This broad ecosystem contributes to the popularity of Windows PCs in various domains.

Included 3rd Party Applications

Microsoft
- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- OneDrive
- To Do
- Remote Desktop

Other
- Webex
- Chrome
- Zoom
- Slack
- DropBox
- FortiClient
- Solstice
- Self Service
- Creative Cloud
- Adobe Acrobat

Standard PC Configurations

Single Display

Dell UltraSharp 34 Inch Display
Built in dock
Extra ports

14 Inch Dell 7450 Ultralight
Intel Ultra i7 Processor
32GB RAM
1TB Hard Drive
QHD Touch Display
River Blue Chassis
Windows 11 Pro

Dell UltraSharp 24 Inch Displays
### Dual Display

- Dell Docking Station
  - Ethernet connectivity
  - Display connectivity
  - Charging
  - Extra ports

- 14 inch Dell 7450 Ultralight
  - Intel Core i7 Processor
  - 12GB RAM
  - 1TB Hard Drive
  - QHD Touch Display
  - Silver Dual Fan Chassis
  - Windows 11 Pro

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**Lenovo**  
**Dell**

Custom configurations are available with use case consultation

### Included Applications

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<tr>
<th>Microsoft</th>
<th>Other</th>
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<td>- Adobe Acrobat</td>
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<tr>
<td></td>
<td>- Dell Command Update</td>
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<td></td>
<td>(Dell only)</td>
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<tr>
<td></td>
<td>- Lenovo Commercial Vantage</td>
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## Comparison

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<tr>
<th></th>
<th>Mac</th>
<th>Windows PC</th>
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<tbody>
<tr>
<td><strong>Recommended Operating System</strong></td>
<td>MacBook Pro</td>
<td>Dell 7450 Ultralight</td>
</tr>
<tr>
<td><strong>Productivity Software</strong></td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Security Software</strong></td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Application Suite Self-Service</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Solstice Screencasting</strong></td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Features</strong></td>
<td>• High-resolution mini-LED backlit screen</td>
<td>• High-resolution touch screen</td>
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<tr>
<td></td>
<td>• All-day battery life</td>
<td>• Lightweight</td>
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<tr>
<td></td>
<td>• Apple ecosystem integration</td>
<td>• USB-A &amp; USB-C ports</td>
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<tr>
<td></td>
<td>• Quiet operation</td>
<td>• Most compatible with all Productivity Software</td>
</tr>
<tr>
<td></td>
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<td>• Touchpad conferencing controls</td>
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### Questions?

For more recommendations and information, be sure to reach out to your Wharton Computing representative.