

# ONBOARDING PROCESS SUMMARY

*Congratulations, you've filled your spot. Now what.*

START

1

1. **Email** Human Resources the name and last two digits of year of birth.
2. **Register** for Website then log in.

2

**Direct the new hire to the new Orientation section** found [here](#) under Human Resources.

3

**Start in the Onboarding section** [here](#) and have them go through each link and complete the forms required.

4

Go to the **Orientation-Health and Safety Section** and complete the MOL video & Guide to Hazards found [here](#).

8

**Complete ONE Record of training test** found [here](#). Use True Context or the one on the website. note. if there's a wrong answer it will not allow you to proceed!

7

**Review Payroll Process** found [here](#) including:  
1. Payroll Video  
2. Time Sheets

6

1. **Go to Harassment in the Workplace** found [here](#).
2. Review policy & watch video.

5

Next go to **Accessibility Training** and go through the links found [here](#).

The End