

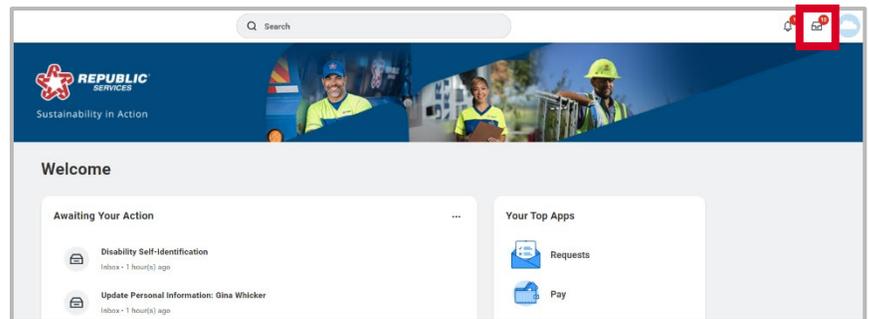
# Onboarding

All Employees

**Purpose:** This job aid provides the steps for new hires to complete onboarding tasks.

01

From the Home page, click the **Inbox** icon.



02

Complete each task listed. Then click **Submit**.

