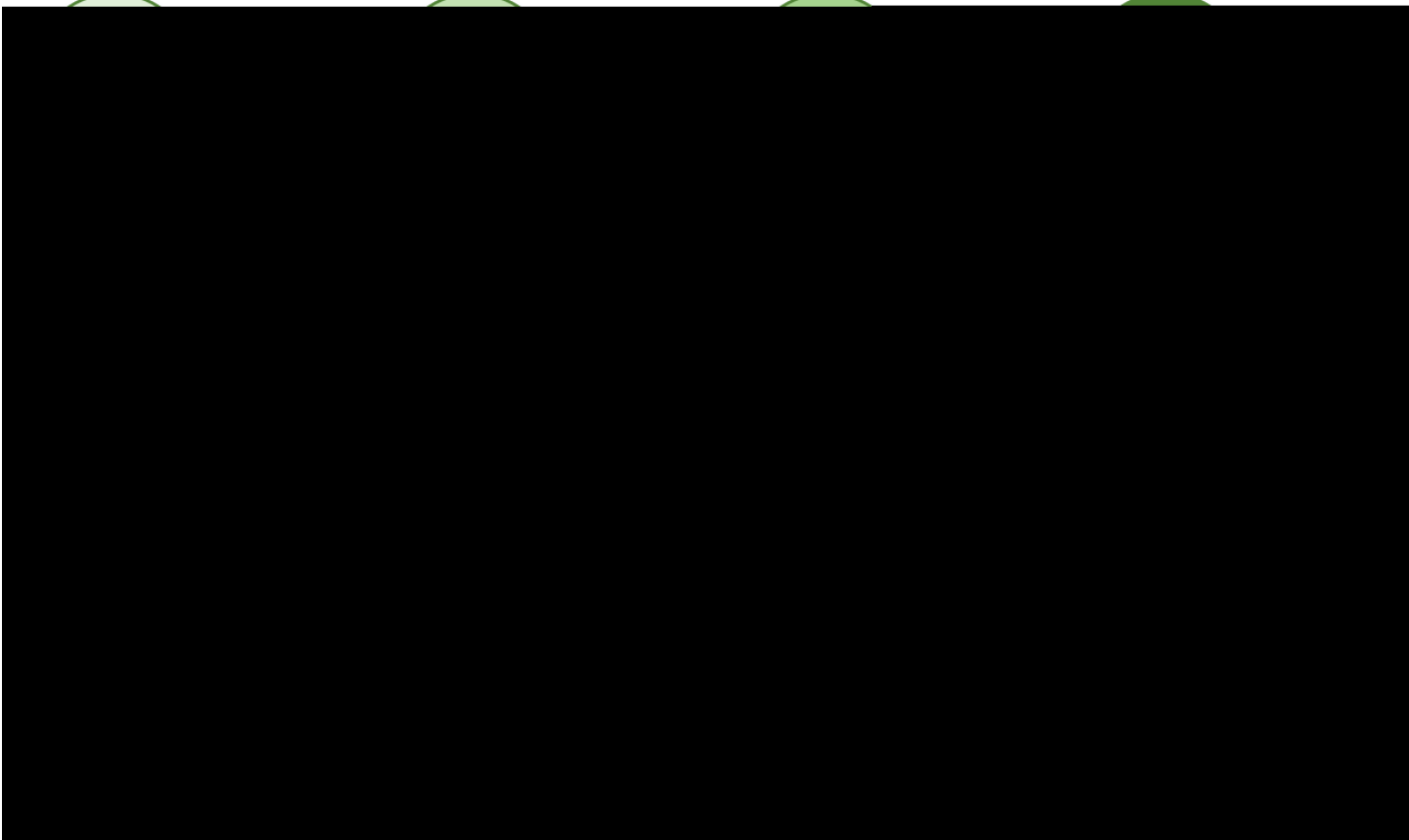




- ✓ Your Douglas College Network Access (CNA) login credentials are provided to you through the Employment Portal. The title of the task is *Setup your DC Login/Network Access* (this provides access to your computer login, Outlook, Employee Self-Service, campus WiFi, Blackboard, and more). This login may take up to 3 business days to receive.
- ✓ The diagram below is a recommended timeline to guide you while completing your onboarding tasks.



Helpful Tips

- ✓ Use the DUE DATE column filter the tasks by their due dates
- ✓ To complete a task, click into the task by clicking VIEW SIGN/APPV/REV. When you open the form, the forms default to the bottom of the form. To view the content, please scroll up
- ✓ To remove a task from your list, review/complete the task and click SAVE FINAL (the forms require a typed electronic signature at the bottom). If necessary, then click SUBMIT. You can view your completed tasks on the Completed tab.

