



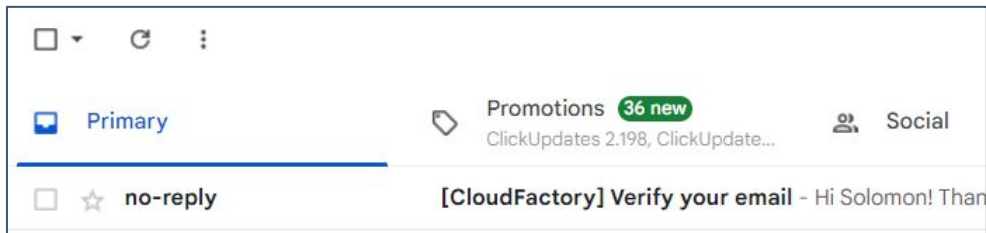
ACCOUNT SETUP GUIDE

**The purpose of this document is make it easy for you to set-up your account.
Please read the instructions carefully and follow step by step guidelines.**

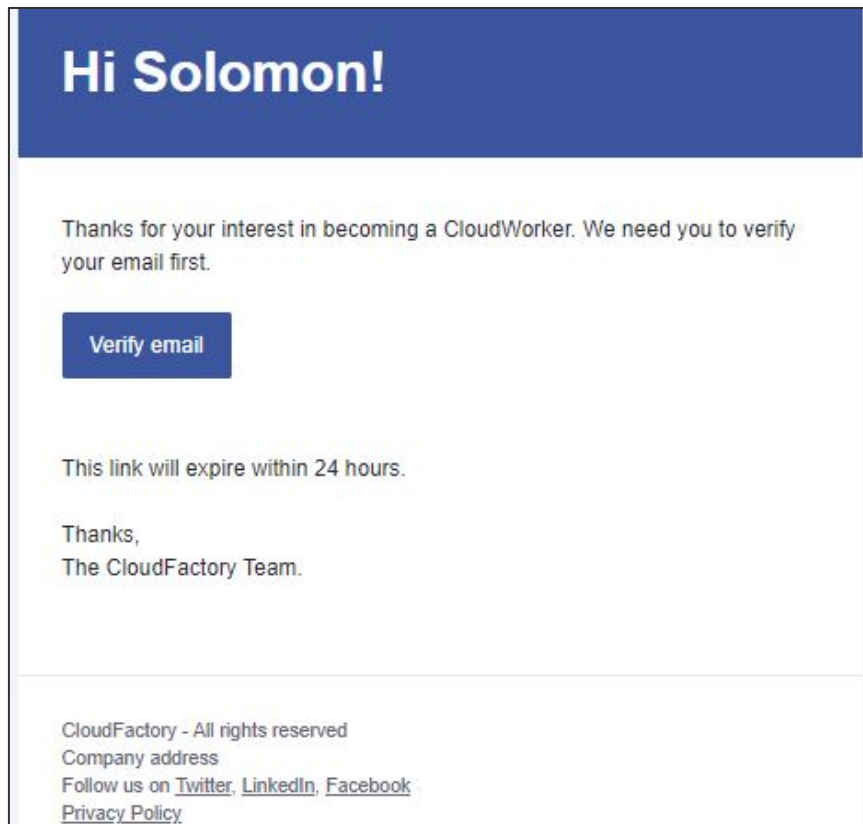
It may feel really long but it will all be worth it in the end!

Verify your Personal Email ID

- **Step 1:** Check your personal email ID in both inbox and spam folder.
- You will receive an email to verify your personal email as shown in the images

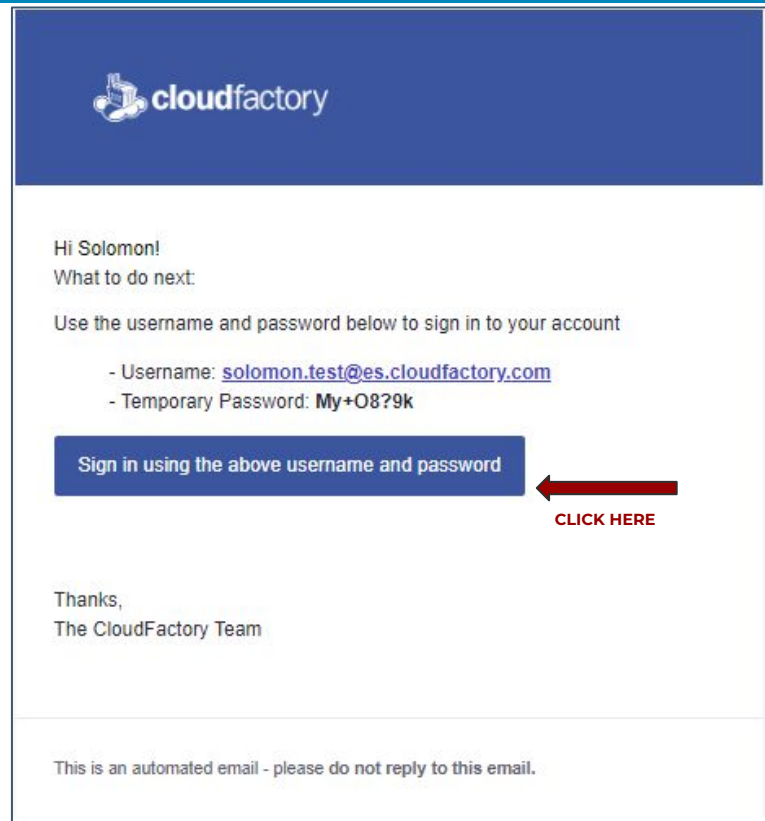


- Click on **'Verify Email'**



Invitation to 4.0 platform (cloudfactory.app)

- **Step 2:** Go back to your personal email inbox and check for email with username and temporary password as shown in the image.
 - The username will be in the following format:
firstname.lastname@es.cloudfactory.com
- **Step 3:** Click on '**Sign in using the above username and password**' to login.



Login to cloudfactory.app (4.0)

- **Step 4:** Click on 'Sign in with CloudFactory ID' as shown in the image.

Sign in

to continue to [cloudfactory.app](#)

[Forgot email?](#)

[Create account](#) [Next](#)

To continue, first verify it's you

Enter your password

☐ Show password

- **Step 5:** Copy the username (ES email) provided to you and use in the email field.
- **Step 6:** Copy & paste the temporary password exactly as it is.



Login

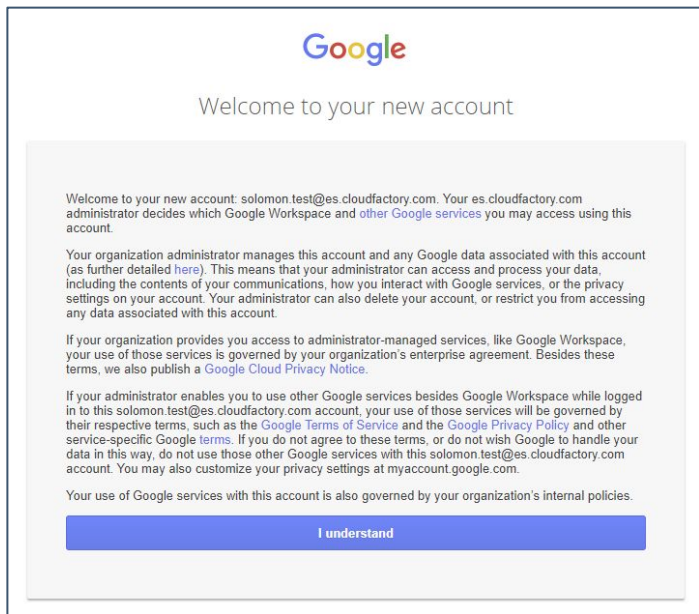
CLICK HERE



Your CloudFactory ID should look like `firstname.lastname@cloudfactory.com` or `firstname.lastname@es.cloudfactory.com`

By signing in, you are agreeing to the [Privacy Policy](#) and [Terms & Conditions](#).

Change Password



The screenshot shows the Google 'Welcome to your new account' page. At the top is the Google logo. Below it, the text 'Welcome to your new account' is displayed. The main content area contains several paragraphs of text explaining account management and data access. At the bottom, there is a blue button labeled 'I understand'.

Google

Welcome to your new account

Welcome to your new account: solomon.test@es.cloudfactory.com. Your es.cloudfactory.com administrator decides which Google Workspace and other Google services you may access using this account.

Your organization administrator manages this account and any Google data associated with this account (as further detailed [here](#)). This means that your administrator can access and process your data, including the contents of your communications, how you interact with Google services, or the privacy settings on your account. Your administrator can also delete your account, or restrict you from accessing any data associated with this account.

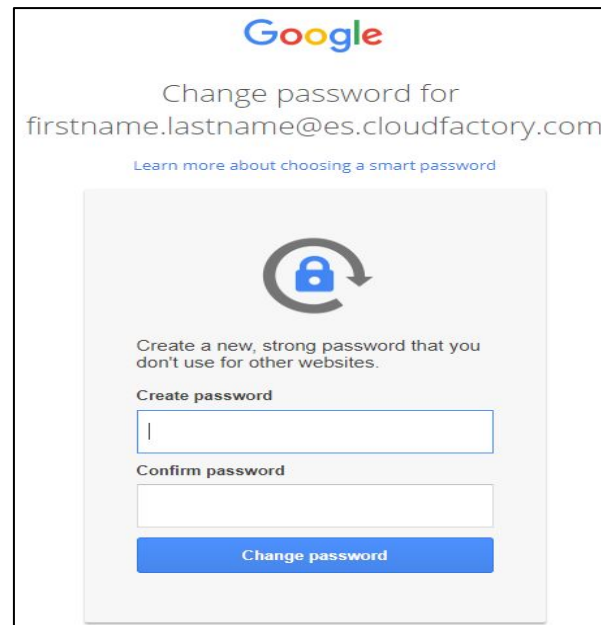
If your organization provides you access to administrator-managed services, like Google Workspace, your use of those services is governed by your organization's enterprise agreement. Besides these terms, we also publish a [Google Cloud Privacy Notice](#).

If your administrator enables you to use other Google services besides Google Workspace while logged in to this solomon.test@es.cloudfactory.com account, your use of those services will be governed by their respective terms, such as the [Google Terms of Service](#) and the [Google Privacy Policy](#) and other service-specific Google terms. If you do not agree to these terms, or do not wish Google to handle your data in this way, do not use those other Google services with this solomon.test@es.cloudfactory.com account. You may also customize your privacy settings at [myaccount.google.com](#).

Your use of Google services with this account is also governed by your organization's internal policies.

[I understand](#)

- **Step 7:** Confirm you understand how the Organization will control your access and, Google terms & conditions.



The screenshot shows the Google 'Change password' page. At the top is the Google logo. Below it, the text 'Change password for' is followed by the email address 'firstname.lastname@es.cloudfactory.com'. A link 'Learn more about choosing a smart password' is provided. The main content area features a large icon of a padlock with a circular arrow, indicating a password change. Below this, there is a text prompt 'Create a new, strong password that you don't use for other websites.' followed by two input fields: 'Create password' and 'Confirm password'. At the bottom, there is a blue button labeled 'Change password'.

Google

Change password for
firstname.lastname@es.cloudfactory.com

[Learn more about choosing a smart password](#)

Create a new, strong password that you don't use for other websites.

Create password

Confirm password

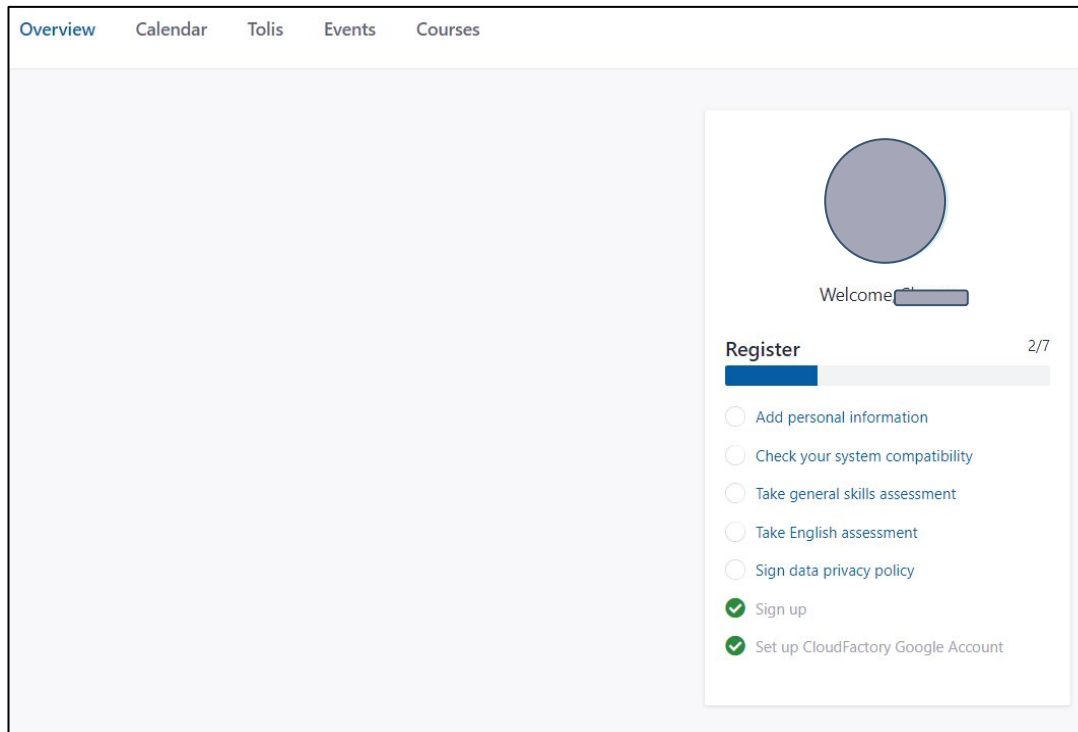
[Change password](#)

- **Step 8:** Change the password to your own password.

cloudfactory.app (4.0) Home Page

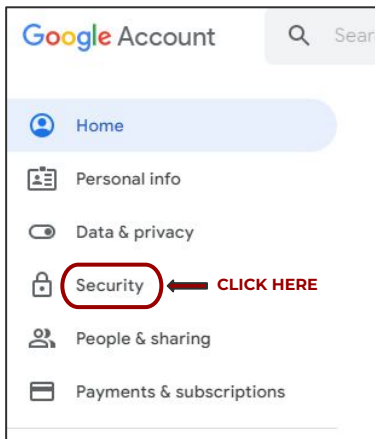
Note: After changing your password, you will land in the home page of cloudfactory.app where you will see **Overview** as shown in the image.

Next step is to turn on 2-step verification.



2-Step Verification

- **Step 9:** Go to <https://myaccount.google.com/>
- Click on Security. Scroll down until you see 2-step Verification. Click on it, insert your phone number and turn on 2-step verification. **This step is MANDATORY.**
- Failing to turn on 2-step verification will log you out of your ES email and you won't be able to login again.



Setup profile in 4.0

- **Step 10:** After you have turned on 2-step verification, log in with your new password in cloudfactory.app, you will be shown a list of tasks to complete as shown in the image.
- **Step 11:** Click on 'Add personal information' to fill in your details.

The screenshot shows the CloudFactory user interface. At the top, there is a navigation bar with links: Overview, Calendar, Tolis, Events, and Courses. The main content area is light gray. On the right side, there is a white box containing a profile setup section. At the top of this box is a large gray circle representing a profile picture. Below it, the text 'Welcome,' is followed by a gray rectangular placeholder for a name. Underneath is a 'Register' section with a progress indicator showing '2/7' steps. A blue bar highlights the first step, and a red arrow points to the 'CLICK HERE' link. Below this are seven tasks, each with a radio button or checkmark: 'Add personal information' (radio button), 'Check your system compatibility' (radio button), 'Take general skills assessment' (radio button), 'Take English assessment' (radio button), 'Sign data privacy policy' (radio button), 'Sign up' (green checkmark), and 'Set up CloudFactory Google Account' (green checkmark).

Setup profile in 4.0

- **Step 12:** You are then required to provide '**Basic information**' as shown in the image.
- The fields marked with red asterisks are mandatory.
- **Step 13:** Once you complete filling the details, click Save and go to the next section as shown in the left hand side of the image.

Overview Opportunities Calendar Tools Events Courses

My account

Personal Info System Check

Profile Completeness 26%

- Basic information
- Education and Work
- Address
- Availability
- Identification
- Financial
- Medical
- Latest Workstation Snapshot
- Latest Location

Basic information

* First Name

Middle Name

* Last Name

* Primary Email
The email id used for login. Usually the email id provided by CloudFactory

* Personal Email

* Phone Number

* DOB

* Gender

* Profile Picture
Please upload your photo in .PNG format, preferably a headshot with good lighting and a plain background.
Remove

N/B: The 4.0 platform only accepts images in **PNG format**

Setup profile in 4.0

- **Step 14:** Click on **'Education and Work'** and fill in the necessary details. Click Save

Education and Work

Please Complete Your Details

* Highest education degree

Select...

* Education Degree Name

Name of your highest degree

* Education Degree Completion Year

Select your date

Education Degree Completion (if not completed, Expected) Year

* Education Degree Certificate

Drag file here or Click to browse

The scan of your highest education degree certificate.

Upload

* Employment Status

Select...

* Work Experience

Work Experience (in years)

Experience in specific skills

Select...

Experience in specific skills

Name of Company (where above skills were applied)

Save

Setup profile in 4.0

The screenshot shows the 'My account' page with a navigation bar at the top containing 'Overview', 'Opportunities', 'Calendar', 'Tools', 'Events', and 'Courses'. Below the navigation bar, the 'My account' section is active, with sub-tabs for 'Personal Info' and 'System Check'. On the left, a 'Profile Completeness' bar shows 65% completion. A list of profile sections includes 'Basic information', 'Education and Work', 'Address' (selected), 'Availability', 'Identification', 'Financial', 'Medical', 'Latest Workstation Snapshot', and 'Latest Location'. The 'Address' section is expanded, showing input fields for 'Address', 'City', and 'Country'. The 'Address' field is labeled '* Address' and 'Your current address'. The 'City' field is labeled '* City' and 'Your current city of residence'. The 'Country' field is labeled '* Country' and 'Country of nationality', with a dropdown menu showing 'Kenya'. A 'Save' button is at the bottom. Red arrows point to the 'Address' and 'City' input fields.

- **Step 15:** Click on '**Address**' and you will see as shown in the image. Fill in the details and click save.
 - Address (Your Physical address)
 - City (Name of nearest town to your areas of residence)

Setup profile in 4.0

- **Step 16:** Click on '**Availability**' and fill in the necessary details. Click Save.

Availability

* Available Days

What days are you available for work? Choose multiple options if applicable

* Available Hours

What hours of the day you are available for the days you have chosen? You can choose only one option

* Desired Working Hours

Last Updated Date

Available Days - add each day of the week on which you are available to work.

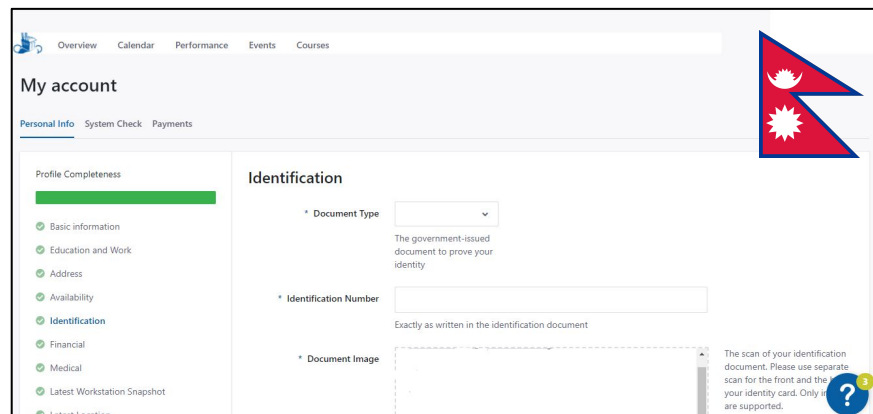
Available Hours - select from the drop-down menu, if you are available for 4 hours or 8 hours shift time during which you are available to work.

Desired Working Hours - Drag the line to select your desired working hrs in a week

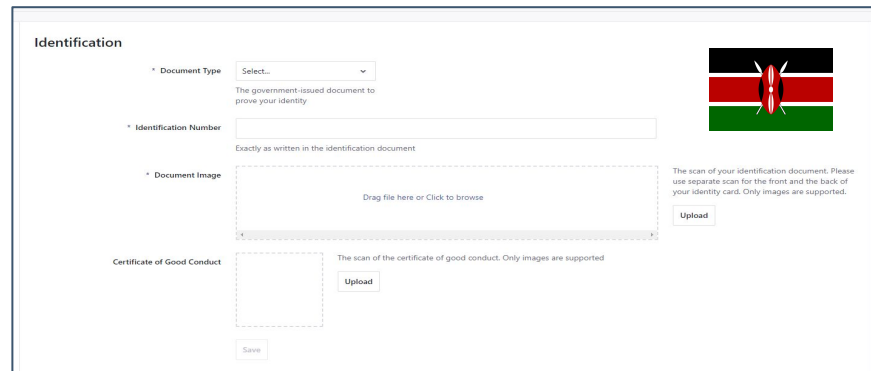
Setup profile in 4.0

- **Step 17:** Click on 'Identification' and specify the Document Type.
 - Add the Identification Number of the document.
 - Upload front and reverse images of the document.
 - Note: You also need to upload Certificate of Good Conduct (e.g. a Reference) if you are in Kenya.
 - Click Save. At this stage the green profile bar should read 100%

Don't fill out the Financial and medical sections yet!



The screenshot shows the 'My account' page for a user in Nepal. The 'Identification' section is active, showing a 'Document Type' dropdown menu, an 'Identification Number' input field, and a 'Document Image' upload area. A green profile completeness bar is visible on the left, and a flag of Nepal is in the top right corner.



The screenshot shows the 'Identification' page for a user in Kenya. The 'Document Type' dropdown is set to 'Select...'. The 'Document Image' upload area is highlighted with a dashed border and a 'Drag file here or Click to browse' prompt. A flag of Kenya is in the top right corner.

System Check

- **Step 18:** Click on 'System Check' tab.

My account

Personal Info System Check

For the best experience at CloudFactory in matching you with work, we need you to keep us updated with your system information

- Download the **system checker**
- Run the system checker and wait until it has completed.

The minimum specs are:

- RAM: 4 GB
- Download Bandwidth: 5 Mb/s
- Operating System: Windows 10 or above

No date recorded, please run system checker

- **Step 18:** Download the system checker by clicking on "system checker" as shown in the red bounding box..
- The file will be downloaded to your computer and saved in the Downloads folder.
- Open the software

System Check

- The software will start running and collect your workstation data.
- The collected data is sent to CloudFactory.
- Once you see the message in the red box press Enter or Return to close the checker.
- *The minimum specification requirements are 4 GB RAM and 5 Mbps download speed.*
- Note: The system checker only runs on Windows 10/11.

```
CloudFactory System Checker version 1.2.0
```

```
Collecting operating system information...
```

```
The primary display's resolution is: 1920x1080
```

```
The secondary display's resolution is: 2880x1620
```

```
The operating system is: Microsoft Windows 11 Pro
```

```
The memory size is: 16.00 GB
```

```
The total storage is: 237.61 GB
```

```
The CPU name: 11th Gen Intel(R) Core(TM) i5-1135G7 @ 2.40GHz, total number of cores: 4
```

```
The webcam is present: true
```

```
Checking your internet speed, please wait...
```

```
Checking download speed...
```

```
Progress: 100% complete
```

```
Checking upload speed...
```

```
Progress: 100% complete
```

```
The average download speed is: 17.32 Mbps
```

```
The average upload speed is: 7.92 Mbps
```

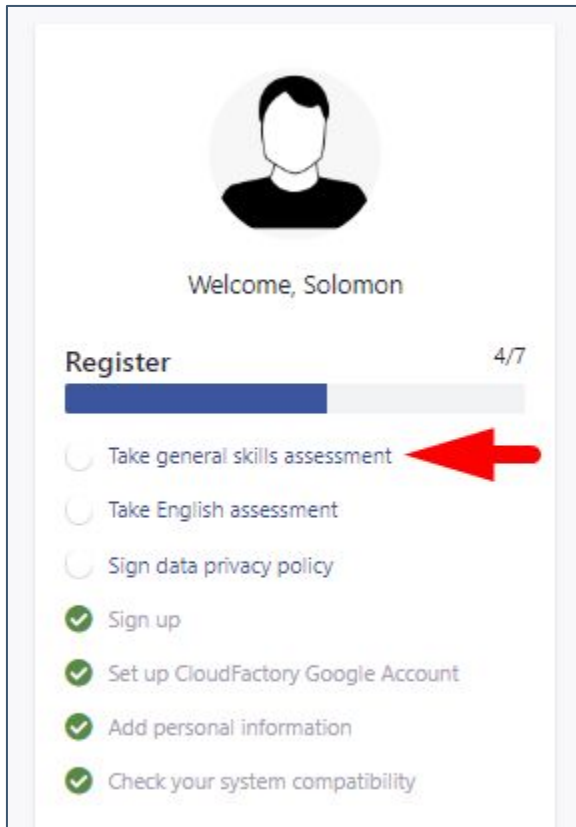
```
Sending the collected data to CloudFactory, please wait
```

```
Your system information has been submitted to CloudFactory successfully
```

```
Press ENTER or RETURN key to close this app
```

Data Privacy Policy & Skills Assessment

- **Step 20:** Go back to the **Overview** tab at the top of the page, which should now appear as in the image:
- **Step 21:** Complete assessments Click on **Take General Skills Assessment**, this will redirect you to CloudFactory's Learning Management System, TalentLMS.
- You will be required to sign in using your ES email address.



CLICK HERE

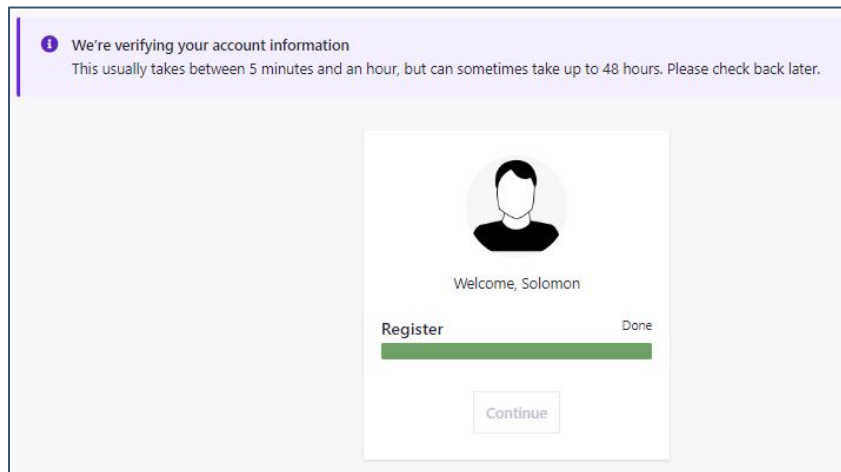
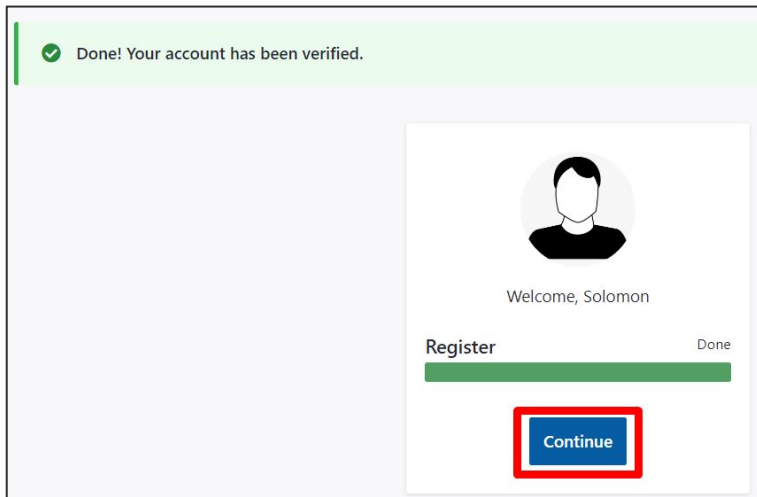
Skills Assessment

- On the home page/dashboard of the resulting window you will find courses and assessments that you need to complete as shown as an example in the image below.
- Complete the listed courses and assessments in the order in which they appear.

The screenshot displays the CloudFactory Learner dashboard. At the top, the header includes the CloudFactory logo, the user name 'SOLOMON TEST', the role 'LEARNER', a 'MESSAGES' dropdown, and a search bar. Below the header is a 'Home' section with a search bar and a summary of course progress: 3 courses in progress, 0 courses not passed, 0 completed courses, 0h 0m training time, and 0 certificates. The main content area lists two course categories: 'CF 4.0 Recruitment' and 'Recruitment'. Under 'CF 4.0 Recruitment', there is a '2022 General Skills Assessment' with a red arrow pointing to it and a 0% progress bar. Under 'Recruitment', there are two items: '2022 English Assessment' with a red arrow pointing to it, and 'CloudFactory Privacy and Personal Data Protection Policy' with a red arrow pointing to it and a 0% progress bar. On the right side, there is a sidebar with links to 'COURSE CATALOG', 'PROGRESS', 'JOIN GROUP', 'DISCUSSIONS', and 'CALENDAR'.

After completion of Skills Assessment

- Note: It can take up to 5 minutes for cloudfactory.app to validate the completion of the courses and assessments in TalentLMS. Once validation is complete your overview will appear as shown on the image.
- Your ID will now be verified by our team.



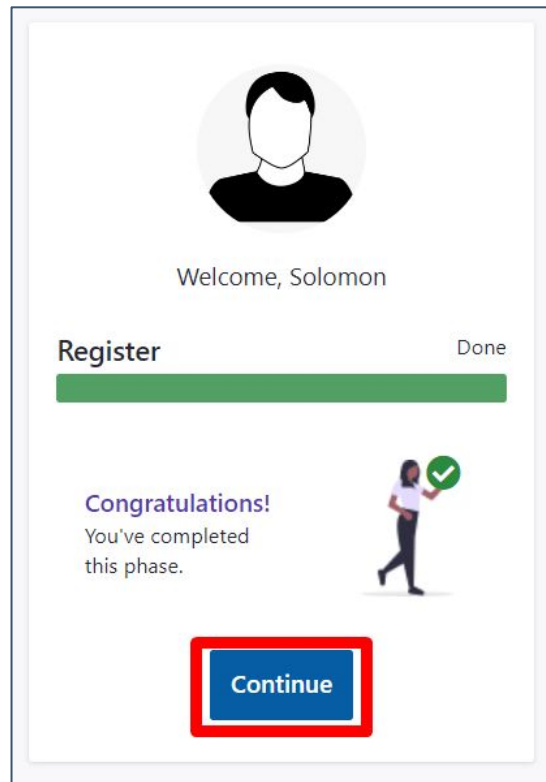
- Once your identity has verified you will receive an email on your personal email with the subject **"Congratulations on your successful application"**. Your overview will appear as shown.
- In the email click on "Let's get started" to proceed to the next steps

After completion of Skills Assessment

- At this stage, your application could be rejected for any of the following reasons:

- a. Your machine does not meet the minimum specification requirements.
 - b. You fail the 2022 General Skills Assessments on TalentLMS.
 - c. Your identification documents are not successfully verified.

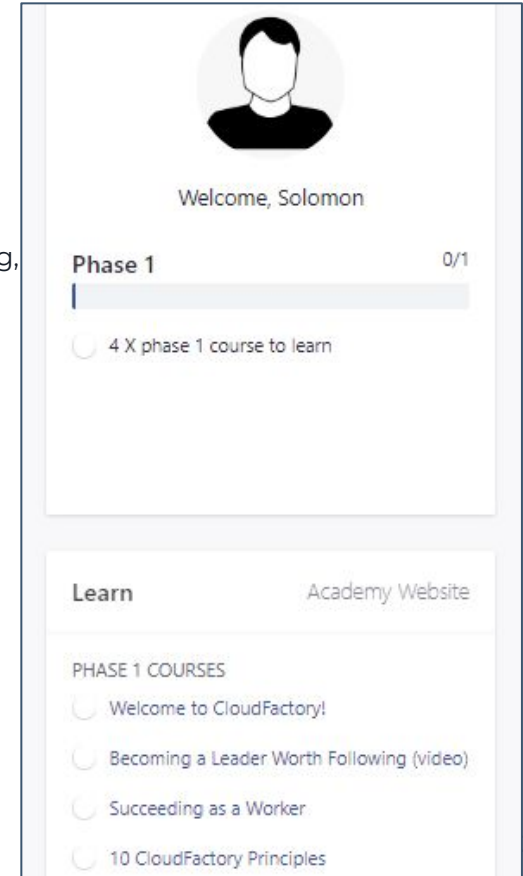
- If you pass all three steps, then you are ready to move to the next step, which is attempting Phase 1 Courses.



Phase 1 Courses

Step 22: Attempt all four Phase 1 courses to learn about CloudFactory, becoming a CloudWorker and our principles. After completion of these courses you should be able to:

- State the CloudFactory mission and explain what it means (in relation to earning, learning, serving and the three C's of leadership (Character, Competency and Community)).
- Recognise the 10 CloudFactory principles and what they mean for how we work at the company.
- Confirm that you have completed the basic technical setup in order to be ready to work.
- Describe the different basic WorkStream tools that you will need, so that you can use them effectively when you begin work (including the WorkStream Browser, cloudfactory.app, timer and collaboration tools, including Slack).
- Explain what CloudFactory expects in terms of performance and conduct.
- Describe what you can expect from CloudFactory and how to seek further support (both technical and personal) if required.

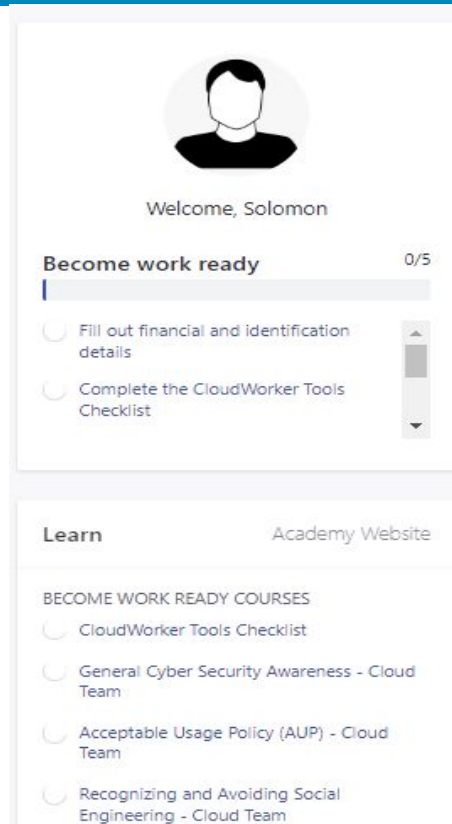


The screenshot displays the CloudFactory Academy user interface. At the top, there is a profile picture placeholder and the text "Welcome, Solomon". Below this, a section titled "Phase 1" shows a progress bar that is 0/1 complete. A circular progress indicator is followed by the text "4 X phase 1 course to learn". Further down, a "Learn" section is visible, with a link to the "Academy Website". Under the heading "PHASE 1 COURSES", there is a list of four courses, each with a circular progress indicator:

- Welcome to CloudFactory!
- Becoming a Leader Worth Following (video)
- Succeeding as a Worker
- 10 CloudFactory Principles

Become Work ready Phase!

- **Step 23:** After completion of Phase 1 Courses, you may have to log in and out of 4.0 for the overview to be update and appear as shown in the image.
- You will be to complete:
 - Filling the Financial and Medical sections of your profile
 - Sign onboarding contracts & policies
 - CloudWorker Tools Checklist Course
 - Acceptable Use Policy course
 - Two Cyber Awareness Security courses



Step 23: Financial/Medical



Nepal: Financial Information (Go to cloudfactory.app, under Personal Info tab, click on Financial)

- Bank Information
- NMB Bank / Prabhu Bank
- PAN Card details
- PAN number
- Nominee details

Medical Information (Go to cloudfactory.app, under Personal Info tab, click on Medical)

- Blood Group
- Emergency Contact



Kenya: Financial Information (Go to cloudfactory.app, under Personal Info tab, click on Financial)

- Tax Information No.
- Account Name (MPESA Name)
- Account Number (MPESA No.)

Medical Information (Go to cloudfactory.app, under Personal Info tab, click on Medical)

- Blood Group
- Emergency Contact

Contracts & Policies

Step 24: Click on “Sign Onboarding contract”. A window as shown in the image will pop up.

Sign onboarding contract

Before we place you in a WorkStream, you need to sign your onboarding contract with CloudFactory. A link to it has been sent to your personal email used to register with CloudFactory - look for the email from PandaDoc. There are a few things to keep in mind:

1. When PandaDoc asks you for an email, use **solomon.test@es.cloudfactory.com**.
2. Fill out the empty fields with your **full and up-to-date information**.
3. After signing the employment contract, make sure you also **sign the Information Security and Acceptable Use policies linked in the PandaDoc email**. We'll only accept the contract signature when the policies have been signed.

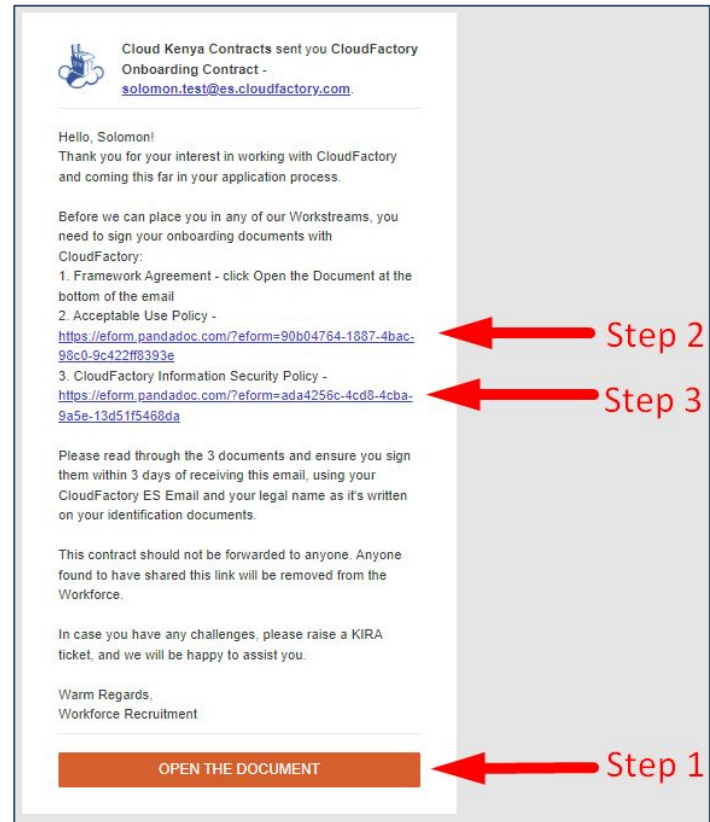
After completing the contract and policies, you'll receive a confirmation from PandaDoc. It can take us up to 30 minutes to check the signature and mark this task as done. If the task is still incomplete 24 hours after you sign the contract, please open a KIRA ticket.



Read the instructions, and check your personal email for the documents. The email subject will appear as shown ←

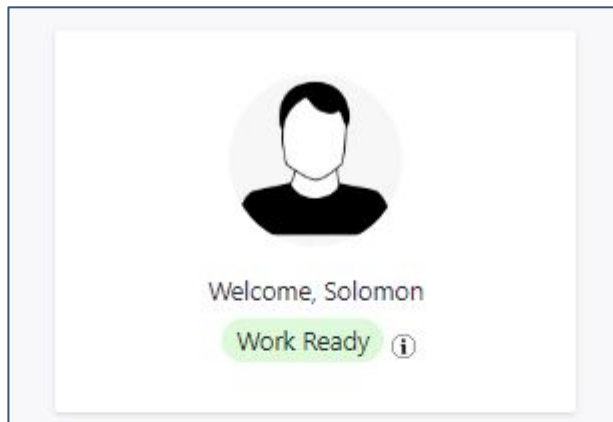
Contracts & Policies

- Within the email, read the instructions further and click on the links in the order of the steps shown on the image to sign the onboarding contract and policies.
- In TLMS complete the following courses:
 - CloudWorker Tools Checklist Course
 - Acceptable Use Policy course
 - Two Cyber Awareness Security courses



You are Work Ready

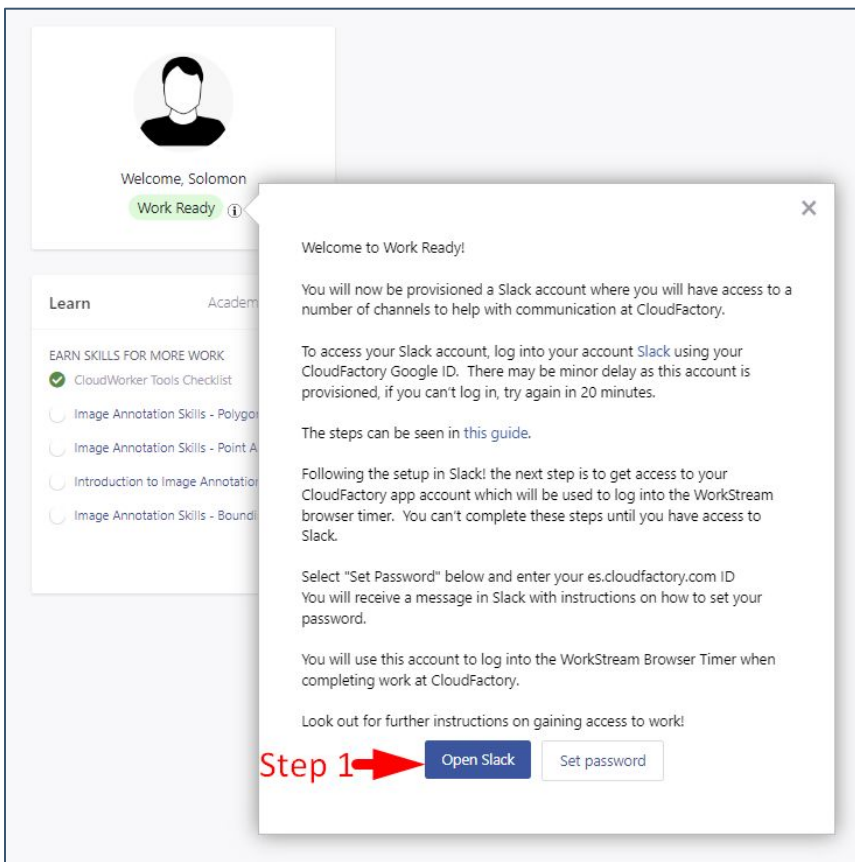
- You have now successfully completed your profile and application courses.



- Now you need to complete setting up Slack and the CloudFactory App (CF3.0) as mentioned during the Tools checklist course.
- Hover your mouse on the “information symbol” - ⓘ. More instructions will appear. **Set up Slack first!**

Slack & CF 3.0 Set Up

- You will be required to sign in using your CloudFactory ID (ES email)



The screenshot shows a Slack workspace setup page for 'Solomon'. At the top, there's a profile picture placeholder and the text 'Welcome, Solomon' and 'Work Ready'. Below this is a 'Learn' section with a list of skills: 'CloudWorker Tools Checklist' (checked), 'Image Annotation Skills - Polygon', 'Image Annotation Skills - Point A', 'Introduction to Image Annotation', and 'Image Annotation Skills - Bound'. A modal window titled 'Welcome to Work Ready!' is open, containing the following text: 'Welcome to Work Ready!', 'You will now be provisioned a Slack account where you will have access to a number of channels to help with communication at CloudFactory.', 'To access your Slack account, log into your account Slack using your CloudFactory Google ID. There may be minor delay as this account is provisioned, if you can't log in, try again in 20 minutes.', 'The steps can be seen in this guide.', 'Following the setup in Slack! the next step is to get access to your CloudFactory app account which will be used to log into the WorkStream browser timer. You can't complete these steps until you have access to Slack.', 'Select "Set Password" below and enter your es.cloudfactory.com ID. You will receive a message in Slack with instructions on how to set your password.', 'You will use this account to log into the WorkStream Browser Timer when completing work at CloudFactory.', and 'Look out for further instructions on gaining access to work!'. At the bottom of the modal, there are two buttons: 'Open Slack' and 'Set password'. A red arrow points to the 'Open Slack' button with the text 'Step 1'.

Step 1 → Open Slack Set password

Sign in to cloudfactoryworkforce.slack.com

This workspace allows you to sign in with your CloudFactory Google ID account.

 Sign in with CloudFactory Google ID

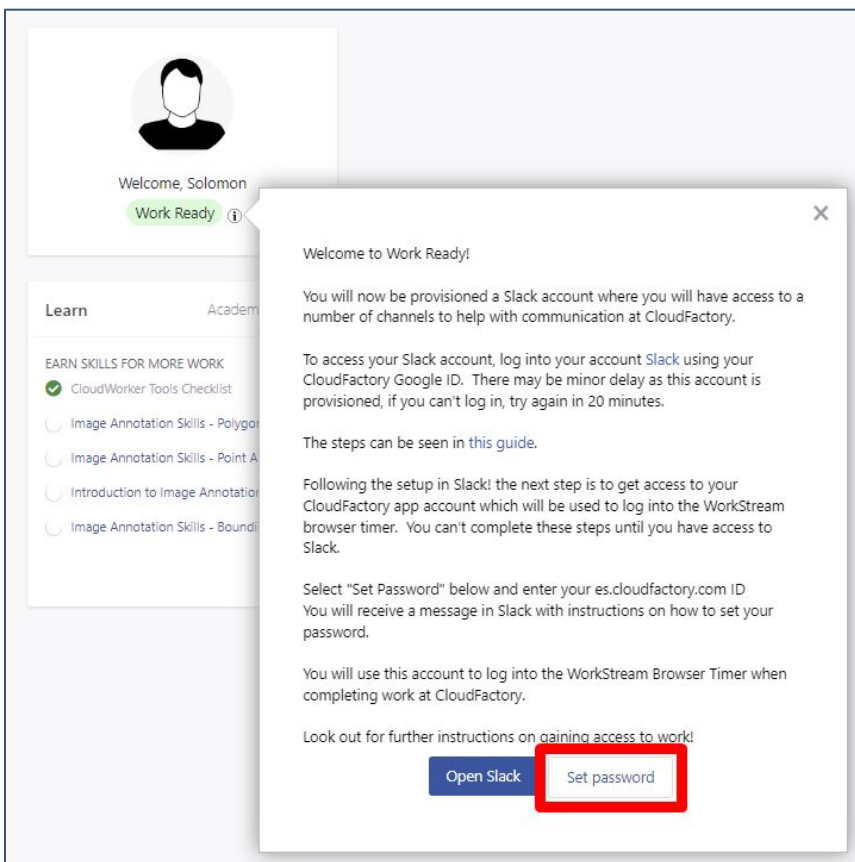
or

I have a guest account

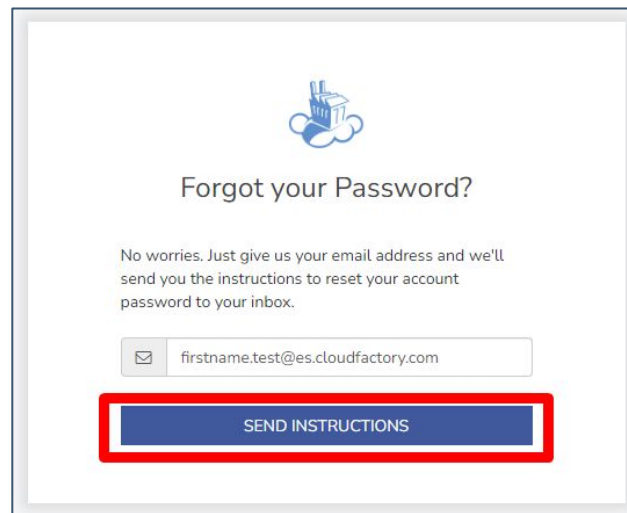
Sign in with your email and password if you have a guest account.

Slack & CF 3.0 Set Up

- Now that your Slack is running, go back to your overview and expand the information. Click on “Set password”
- In the next window, which will be as shown below, enter your ES email and “Send Instructions”

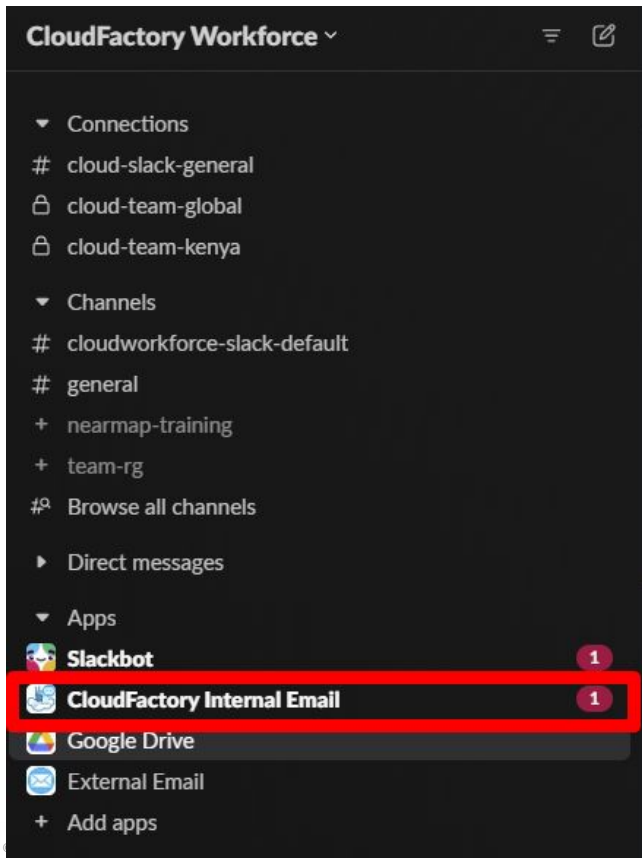


The screenshot shows a 'Work Ready' modal window. At the top, it says 'Welcome, Solomon' and 'Work Ready' with an information icon. Below this, there's a 'Learn' section with a list of skills: 'CloudWorker Tools Checklist' (checked), 'Image Annotation Skills - Polygon', 'Image Annotation Skills - Point A', 'Introduction to Image Annotation', and 'Image Annotation Skills - Bound'. The main text of the modal reads: 'Welcome to Work Ready!', 'You will now be provisioned a Slack account where you will have access to a number of channels to help with communication at CloudFactory.', 'To access your Slack account, log into your account [Slack](#) using your CloudFactory Google ID. There may be minor delay as this account is provisioned, if you can't log in, try again in 20 minutes.', 'The steps can be seen in this [guide](#).', 'Following the setup in Slack! the next step is to get access to your CloudFactory app account which will be used to log into the WorkStream browser timer. You can't complete these steps until you have access to Slack.', 'Select "Set Password" below and enter your es.cloudfactory.com ID. You will receive a message in Slack with instructions on how to set your password.', 'You will use this account to log into the WorkStream Browser Timer when completing work at CloudFactory.', and 'Look out for further instructions on gaining access to work!'. At the bottom, there are two buttons: 'Open Slack' and 'Set password', with the 'Set password' button highlighted by a red rectangle.

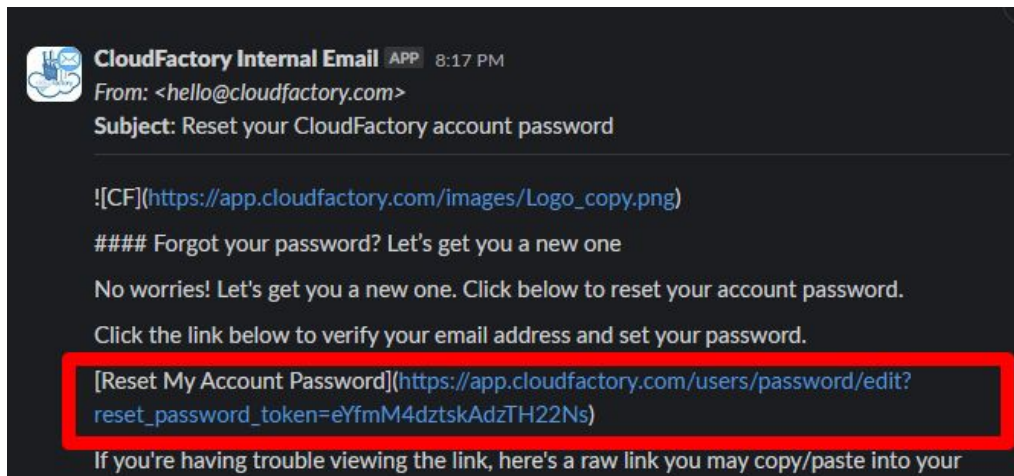


The screenshot shows a 'Forgot your Password?' form. At the top, there's a CloudFactory logo. Below it, the text reads: 'Forgot your Password?', 'No worries. Just give us your email address and we'll send you the instructions to reset your account password to your inbox.', and an email input field containing 'firstname.test@es.cloudfactory.com'. Below the input field is a blue button labeled 'SEND INSTRUCTIONS', which is highlighted by a red rectangle.

Slack & CF 3.0 Set Up

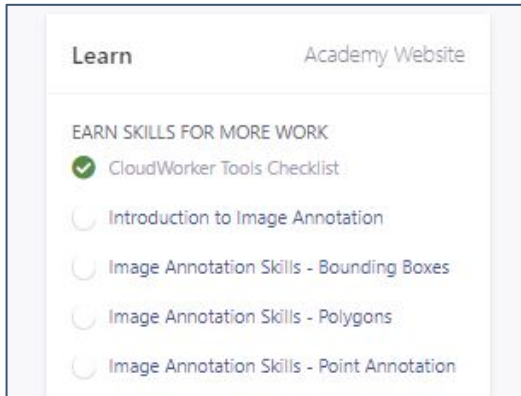


- Head to your Slack and look for the message under CloudFactory Internal Email.
- Click on the link within the message to set up a strong password for CF3.0. You can use the same password as the one you set for your ES email.
- Now open a new tab on your workstream browser and try logging into your timer.



You are now in the Waiting Pool

- You have successfully completed all steps and you are equipped to be a successful CloudWorker.
- You will be followed up for a possible WorkStream once your availability, skills and other details match the requirements of the WorkStream.
- Upskill yourself by completing the four Image annotation courses on your overview page to further increase your chances of being placed into a project.



- If you have any questions or challenges during the application process kindly reach out to us via:
 - [CW Support Form](#) if you do not have access to your Cloudfactory email account.
 - [KIRA](#) if you already have access to your CloudFactory email account.
- Find FAQs and a wealth of information in articles [HERE](#)

Version

Date	Version	Description of change	Author	Approver	Signed Off Date
25/09/2023	3.0	Recreated the deck to reflect current application process and updated screenshots	Solomon Wafula	Ayush Siddhi	25/09/2023