



Welcome Christopher Knight

We want to make your onboarding experience awesome. Here are some things to get you started!

Systems you need to know

CORE XERO PLATFORMS

- Okta
- Workday
- Google for Work
- Slack
- Help Centre (Zendesk)
- Expensify
- Officevibe
- Litmos
- Adobe Sign
- Dialpad (cloud based phone)

FOR YOUR ROLE

OKTA

- Salesforce
- Confluence/JIRA
- LucidChart
- API Admin
- API Console
- Microstrategy
- SumoLogic
- Salesforce Social Studio
- GitHub (enterprise via Xero PACMAN)
- AWS (via Xero PACMAN)
- Zoom (Admin access)
- Statuspage.io

Direct Login

- Contentful
- Twitter (your account)
- Calendly
- Xero.com (user account)
- GitHub (public profile)

FOR YOUR REGION

- Balboa - US travel
- Plansource - US Benefits
- Orbit - NZ and AU travel
- Helptank - NZ Volunteering

Helpful things to know

Head to [Onboarding](#) section in Helpcentre to find the basics to get started



Every Friday we have a Xero Social - come along to meet some new people.

Make sure you complete the Respect & Responsibility Training, Privacy at Xero and Security at Xero module in Litmos. Access Litmos from Okta.

Make sure you locate the emergency exits, toilets and kitchen/s.

Someone from People Experience (PX) will be in touch in your first week to take you through working at Xero in your city.

People you should meet

YOUR BUDDY IS

- Brooks Arbogast

Meetings you should attend

- Fortnightly Global All Hands
- Dev evangelist Weekly Sync (Sid's team)
- API/Dev evangelist sync (Sid & Dan's team)
- PET (partner exp. team) all hands (Kaye's team)
- Team EcoLearn all hands (Nick's team)

Your timetable

MONDAY

9:30 am - 12pm	New Hire On-boarding
12pm - 1pm	Lunch with Brooks A.
1pm - 2:30 pm	New Hire On-boarding
2:30pm - 5pm	Free time: Check Emails, Respect and Responsibility Training, Security Training, Securities Trading @ Xero, Privacy Training, Review and enroll in Health Benefits, Meet with Manager/Team

**TUESDAY**

8am - 9:30am	Fly to SF
9:30am - 10:30am	Travel time to SF office
10:30am - 11am	Brunch
11am - 12pm	Laptop/App setup
12pm - 1pm	Lunch w/Sid
1pm - 1:30pm	App Review - business payments apps
1:30pm - 3pm	Dev evangelists Case review
3pm - 4pm	Global All hands
4pm - 5pm	Dev evangelist opportunity review

WEDNESDAY

8:30am - 9:30am	NodeJS app (solo)
9:30 - 10 am	Review app access
10am - 11am	Dev evangelist opportunity review
11am - 12pm	Mile IQ meeting
12pm - 1pm	Lunch w/Sid
1pm - 3pm	NodeJS app
3pm - 4pm	Dev evangelist opportunity review
4pm - 5pm	Free time- check email, continue self training (solo)

THURSDAY

8:30am - 9:30am	NodeJS app (solo)
9:30am - 10 am	Meet w/Mary about Finweb



10am - 11pm	Dev evangelist opportunity review
11am - 12pm	NodeJS app (solo)
12pm - 1pm	Lunch with office
1pm - 1:30pm	Invoice Sherpa meeting
1:30pm - 2pm	ZeroOne Convert demo meeting
2pm - 3pm	DE weekly sync
3pm - 4pm	DE/API weekly sync
4pm - 5pm	Free time- check email, continue self training, more NodeJS app work (solo)

FRIDAY

8:30am - 12pm	Open - we can decide together what to focus on
12pm - 1pm	Lunch w/Sid
1pm - 2pm	Open - we can decide together what to focus on
2pm - 3pm	Travel to SFO (flight at 5pm)