

MFV Onboarding/ Hướng Dẫn Nhân Viên Mới Gia Nhập MFV

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Change your computer's password

Please **CHANGE THE PASSWORD** as soon as you receive your computer.

The default password is: `mfv2018` .

Apple icon >> System Settings... >> Users & Groups >> ⓘ >> Change Password...

Setup your accounts

Google

- Visit [Google](#).
- Change the password.

Please update your password as soon as possible.

- **Enable two factor authentication**
- Please enable two-factor authentication and **download the recovery code**.
- Visit [Google Mail](#) and [Google Calendar](#).

Slack

Slack is a cloud-based collaboration platform for team communication and productivity. It offers channels, messaging, file sharing, and integrations to streamline workplace communication.

Please use your **NICKNAME** as a **Display Name** in Slack.

Visit the [Signup page](#) for Slack.

Kibela

Kibela is a knowledge management and collaboration platform for capturing and sharing team knowledge.

Please sign up here:

Step 1: Open `new incognito window` on browser.

Step 2: Sign up: <https://a.moneyforward.co.jp/>

After signing up, it would be great if you could create a new post to introduce yourself. You can access [this link](#) to do so.

You need to access [this Kibela link](#) to read the **company's guides, policies, and regulations**.

Articles: Changing 2FA method: [How To Change Kibela 2FA](#)

Emotip

Emotip is a unique way to show appreciation in MFV. You can use it as a "thank you" message to express gratitude when someone helps you or as a "congratulations" to celebrate someone's achievement.

Please refer to these articles: [📄 Emotip first-time user](#)

LastPass

Please read the [registration documents](#) here!

Articles: [📄 Why Do We Need To Use LastPass?/Tại Sao Chúng Ta Cần Sử Dụng LastPass?](#)

DON'T FORGET TO ENABLE TWO FACTOR AUTHENTICATION

Github

Start guide

Please send your github username to  Xen , he will invite you to join the MFV github.

DON'T FORGET TO ENABLE TWO FACTOR AUTHENTICATION (2FA)

GitHub account Guide, 2 Factor Authentication, nickname, name..

VPN account

We can use a VPN account when working from home.

Please register account [here](#).

Please refer this guideline for further information: [Register Cisco Meraki VPN and Setting \(On-boarding\)](#)

*Contact admin ( Xen or  Jay) after you submit the registration form.

Google drive

Please access [this link](#) and add the folder "Money Forward Vietnam (shared)" to your G-Drive.

Jira/Confluence, MS Office...

This is an optional tool for project management that allows for task assignment and progress tracking. To ensure accuracy, please confirm with your EM/PJ Lead/DM which tool your team is using and request their permission to access it, if required.

Setup development environment

Please set up the development environment!

Do & Don't Guideline (Mandatory)

Please click Google icon and login with MFV account >> enroll and view: [E-learning](#).

Union (Vietnamese) - For HCM employees only

Đối tượng / Subjects

Điều kiện được gia nhập Công đoàn Việt Nam/Conditions to join the Vietnam Trade Union

1. Người Việt Nam làm công hưởng lương trong các công ty hoạt động trên lãnh thổ Việt Nam.

Vietnamese people working as salaryman in companies on the Vietnam territory

2. Người lao động Việt Nam tự nguyện tham gia tổ chức công đoàn, đóng đoàn phí theo quy định.

Vietnamese laborers voluntarily join in union organizations and pay union fees according to regulations.

[Biểu mẫu đăng ký tham gia Công Đoàn/Registration Form](#)

You're all set!

If you have any questions, please feel free to ask Slack: [#questions_and_answers](#) or submit a ticket in [#corp-engineer-support](#).