Your First Year Connection User Guide

Introduction to *Your First Year Connection:*

Welcome aboard to Children's Healthcare of Atlanta. To ensure a smooth transition to the Children's family, we created *Your First Year Connection*, an online tool just for our new employees.

Throughout your entire first year of employment at Children's, *Your First Year Connection* will send you approximately 10 e-mails, asking you to complete specific tasks (completing pre-hire paperwork, etc.) and corresponding due dates. The e-mails will also provide you with important Children's resources, including links to your benefits and more. One of the best features about *Your First Year Connection* is that everything you need as a brand new employee is all in one place.

Before your start date at Children's, all *Your First Year Connection* e-mails will be sent to the e-mail address you provided to the Web site at the time of your application for employment. Beginning on your second day at Children's these *Your First Year Connection* e-mails will be sent to your Children's e-mail account.

Your First E-mail

After you accept a position with Children's, you will receive your first e-mail from *Your First Year Connection*. All e-mails you receive during this process will have a return address of human.resources@choa.org.

Open the e-mail. The welcome letter contains a hyperlink that takes you to *Your First Year Connection* and also reminds you of the user name and password you will use to log in.

Dear Dennis,

Welcome to Children's Healthcare of Atlanta!

This hyperlink takes you to the onboarding portal.

To help you smoothly transition into the Children's family, we've created a special site for our new employees. To access this website, click on Your First Year Connection. You will need to log in with the user name: **955265@invalidemail.com** and the password you created during the application process. Once you are logged in, complete the tasks listed in My Task List. If you forget your password, use the "forgotten password" link on the sign in page. For tip sheets, refer to the "General Documents" section of *Your First Year Connection*.

When you click this hyperlink, your web browser opens to a page that is the *Your First Year Connection* login screen. This will be your first opportunity to log in to the system. **Please note that your browser must be compatible with the *Your First Year Connection* Web site. Compatible browsers are Internet Explorer 7.0 (recommended browser) and Firefox 3.0. These browser requirements are the same whether your computer's operating system is Windows XP or Windows Vista.** *Some browsers such as Netscape, AOL, and Internet Explorer on an Apple Macintosh, will not work with the* Your First Year Connection *Web site.*

> **If you encounter difficulties with the system, please contact**
> **(404) 785-7770 for assistance.**

Accessing *Your First Year Connection*

Once the login screen appears, use your user name and the password you created during the application process. **Fields with red squares MUST be filled in with valid information before you can continue.**

Remember that the e-mail containing the hyperlink that takes you to this screen also contains your user name. *Passwords are case sensitive (i.e., Password, password, and PASSWORD are not the same).*

Please Note: Any time you see a field with a red square, that field must be filled in before you can proceed. In the example below you can see that the information for both user name and password are required since each field displays a small red square (▪).

If you have forgotten your password, click the blue "Forgot your password?" hyperlink at the bottom of the login screen. This takes you to a page where you can retrieve your password. Enter your user name and click *OK*.

Upon successfully logging into the system for the first time, you will be asked to provide a security question and the appropriate answer. Click *OK* when finished.

Make the security question one where only you know the answer. This question provides an extra layer of security in case you forget your password. *Just like your password, the answer to the security question is case sensitive.*

Your First Year Connection

Once you have successfully logged on, you will see the *Your First Year Connection* page.

In the main body of the page you will see a message welcoming you to *Your First Year Connection,* along with three distinct sections:

- **My Onboarding Tasks:** The area where you will go to complete required Human Resources forms.
- **Documents:** A source for information such as Children's Human Resources policies and important contacts.
- **Links:** Access to informational links on Children's corporate Web site.

My Onboarding Tasks

This section gives you a listing of tasks that you have been assigned to complete during the process. This includes:

- Each task individually listed with a clickable hyperlink that will open the task and allow you to work with that task.
- The completion due date for each task.
- The current status of each task.
- A graphical indicator that quickly indicates the status of each task.
- A status bar showing the completion of all assigned tasks.

The example above shows a total of nine tasks. The first task has a status of 'completed' while six tasks are listed as 'in progress'. You can tell this by looking at the status beside each task's due date. You can also determine each task's status quickly by viewing the graphical status indicators on the right side of the screen. A green checkmark indicates a task is completed. A red exclamation mark denotes a task that is overdue.

Working with a Task

To begin working with a task, click the hyperlink associated with the task. In the example below, we selected the orientation schedule. Once clicked, the task opens in your browser window.

This task is designed to inform you of classes that you must attend. Name of the class, the dates and times, as well as the location of the class, is included.
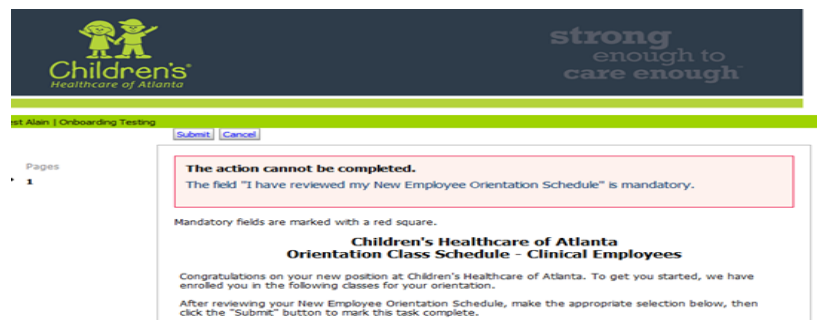
Never assume these are the only classes you are registered to attend. Always scroll to the end of the page to make sure there are no other scheduled classes and that you are aware of all information presented on the page.

If you want a hard copy of this information, click the *print* button at the bottom of the page to print out the page listing all classes that you are scheduled to attend. You will also see the *submit* and *cancel* buttons to the right of the *print* button. To cancel submission of this form and return to the *Your First Year Connection* page, simply click *cancel*. If you are satisfied with your entries for this page, click *submit.*

Notice there is a selection accompanied by a red square (■). *This means that you are required to make a selection other than 'not specified' before you can submit this form.* After you review the classes and make note of their times and dates, click the button beside the *'yes'* selection and submit the form.

If you click *submit* without changing the response from 'not specified', you will receive an error message:

Please remember that mandatory fields cannot be associated with a 'not specified' response. You must enter an appropriate response before you are allowed to submit the form.

You see an error message informing you of this problem as well as a yellow warning sign (⚠) next to the statement requiring a response. In this case because we reviewed the new employee orientation schedule, we can click the button beside *'yes'* and then click the *submit* button at the top of the page.

At this point you are immediately returned to the *Your First Year Connection* page.

As tasks are added to the *My Onboarding Tasks* section, it is important to be aware of those that are still incomplete and their due dates.

Not all tasks are of the same type. The *Complete I-9 Form* task is three pages in length. The first page contains numerous fields that must be filled in before the form can be submitted and last two pages should be carefully reviewed by the employee.

Sometimes a task contains fields that require more than a yes or no response. In the case of *Complete I-9 Form*, some answers must be in a specific format. For example, the Social Security number field requires numeric content, not alphabetic character content.

If you are asked for a date, click inside the date field to display a calendar where you simply click on the desired date to enter it. If you are required to sign a document electronically, you can do so by entering the last four digits of your Social Security number in the *employee signature* field.

Also notice that some fields may already contain data that was previously entered into the system. These fields are also editable. Always review these pre-populated entries and correct any inaccurate information by clicking inside the field and correcting the entries as needed.

Because all tasks have different requirements, always review the task thoroughly to make certain you understand what is required to complete the task and what information the task may be conveying to you with regard to required actions, such as attending scheduled classes or presenting required documentation.

Documents

The *documents* section provides you with documentation that pertains specifically to you as well as generalized documents that all Children's employees will have access to. Any of the listed documents can be opened in your browser by clicking the blue hyperlink for that document.

Remember, documents in the *Personalized Documents* section relate specifically to you. Documents that are listed under the *General Documents* section relate to all Children's employees. To print a document, simply print the page from your web browser's print menu.

Links

The *Links* section is the place to find direct links to web pages on Children's corporate Web site.

Signing Out

When you are finished working with the *Your First Year Connection* portal, always remember to sign out of the portal by clicking the *sign out* hyperlink at the top of the page. Signing out in this manner closes out your session and ensures your portal account's security.

Future E-mail Communications

Throughout your first year of employment with Children's, you will receive 10 e-mails from Your First Year Connection.

Many of these e-mails will contain information about new tasks that will be added to your *My Onboarding Tasks* set of tasks to complete. Always give these e-mails prompt attention and remember that once a task is added to your task list, make sure to complete it before its assigned due date.