

AGENDA

0800-0900	<p>1. Log into:</p> <p>LMS- Link your SAP and/or QHIRS numbers to your account [employee ID]</p> <p>Microsoft Teams- Ensure able to log-in prior to your orientation time</p> <p>Shared Health Email with MFA [MFA set-up may be required for your Primary Domain ID as well]</p> <p>ESP- For new users – log in with your Shared Health User ID + password</p> <ul style="list-style-type: none"> • For existing users- log in with your existing user id + password
0900-1030	2. Select the MS teams mtg link in your week prior email to join the onboarding day presentation and meet the educators.
1030-1045	3. Break
1045- 1230	4. LMS modules – Staff must complete at <u>minimum</u> the core 11 outlined in the onboarding day checklist.
1230-1300	5. Lunch
1300- 14:30	6. LMS modules – Staff that have continued the required 11 modules are expected to utilize the remainder of the day to work through as many of the additional LMS modules due within their 3-month probationary period. No additional time is paid outside of this orientation day for completion.
1430-1445	7. Break
14:45- 1615	8. LMS modules
1600-1615	9. Complete emailed Orientation Evaluation Survey . Staff are to indicate that all mandatory orientation day LMS courses have been completed + indicate site requests

Reminder: Access to ESP + Shift Link sites will be granted once all onboarding criteria have been met.