Sign up document**: Onbase –** BGKY – Software/IT Training (doc handle 521902)

New Employee Training

City of Bowling Green Instructors: Thomas Pedigo or April Starnes

Time: 1 hour Helpdesk Hours: 7:30-4:30 M-F

Dates of Class: Offered Twice Monthly Email: helpdesk@bgky.org

Welcome and Introduction:

Welcome to New Employee Training. We will be together for the next hour to go over the basics of accessing and using our systems and applications. Please save all questions for the end.

Topics:

Basic Account information:

Password Policy

Changing your password

What systems use different passwords

Outlook:

How to send an email or send/accept meeting requests

Use of the city address book

Setting up a signature that will be attached to your emails

Checking the sent items folder and the use of delivery reports

Use of the calendar option, showing the different views and how to add appointments and meetings to the calendar

Setting up folders for organization

How to use the Message Screen option

How to use the web based version of Outlook (Outlook Webaccess)

ONBASE

How to use the search interface

Saving documents in different applications

Changing document types

CLICK

Accessing the CLICK

Changing password

Documents

Training

Time Clock

Link

Clocking in and out

Requesting time off

HR Portal

Where to access it

Setting up account and resetting password