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