

Welcome to Douglas College!

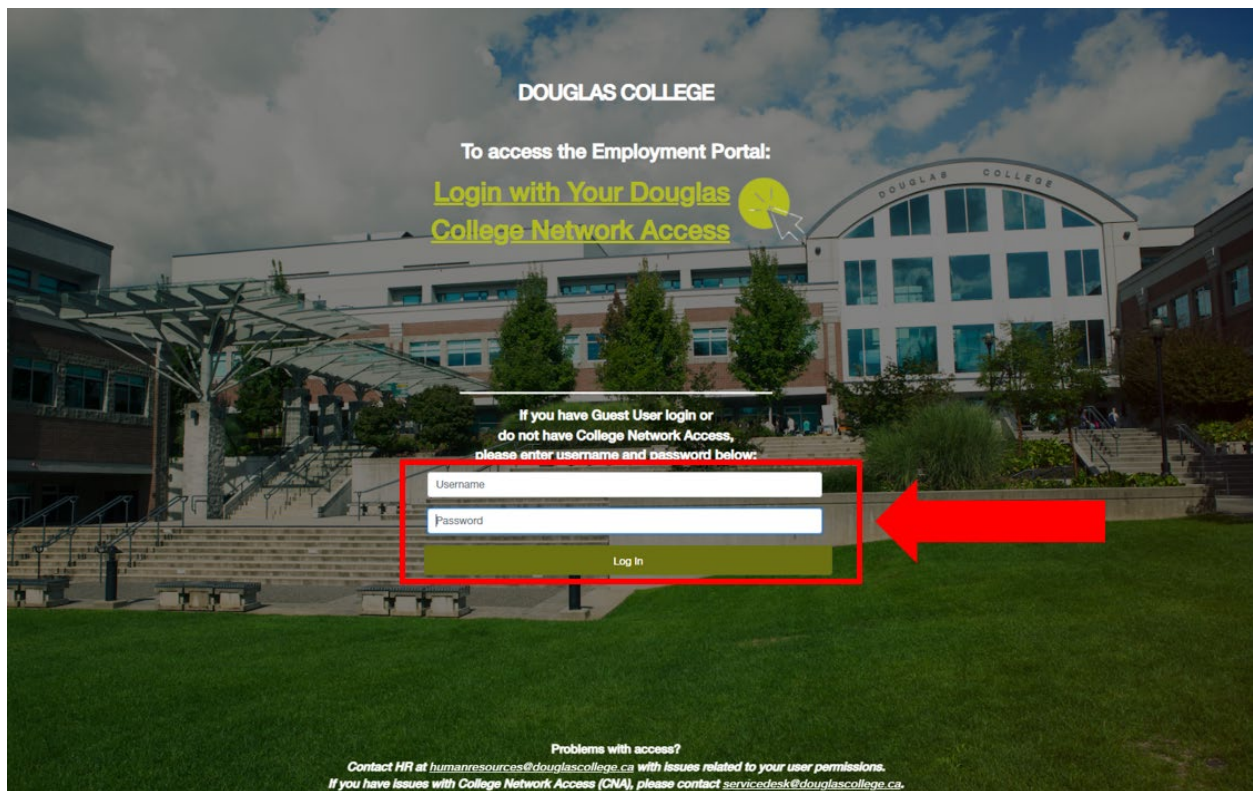
This User Guide provides information that will help you navigate through the records section of the Douglas College Employment Portal during your onboarding process.



How to Log-in

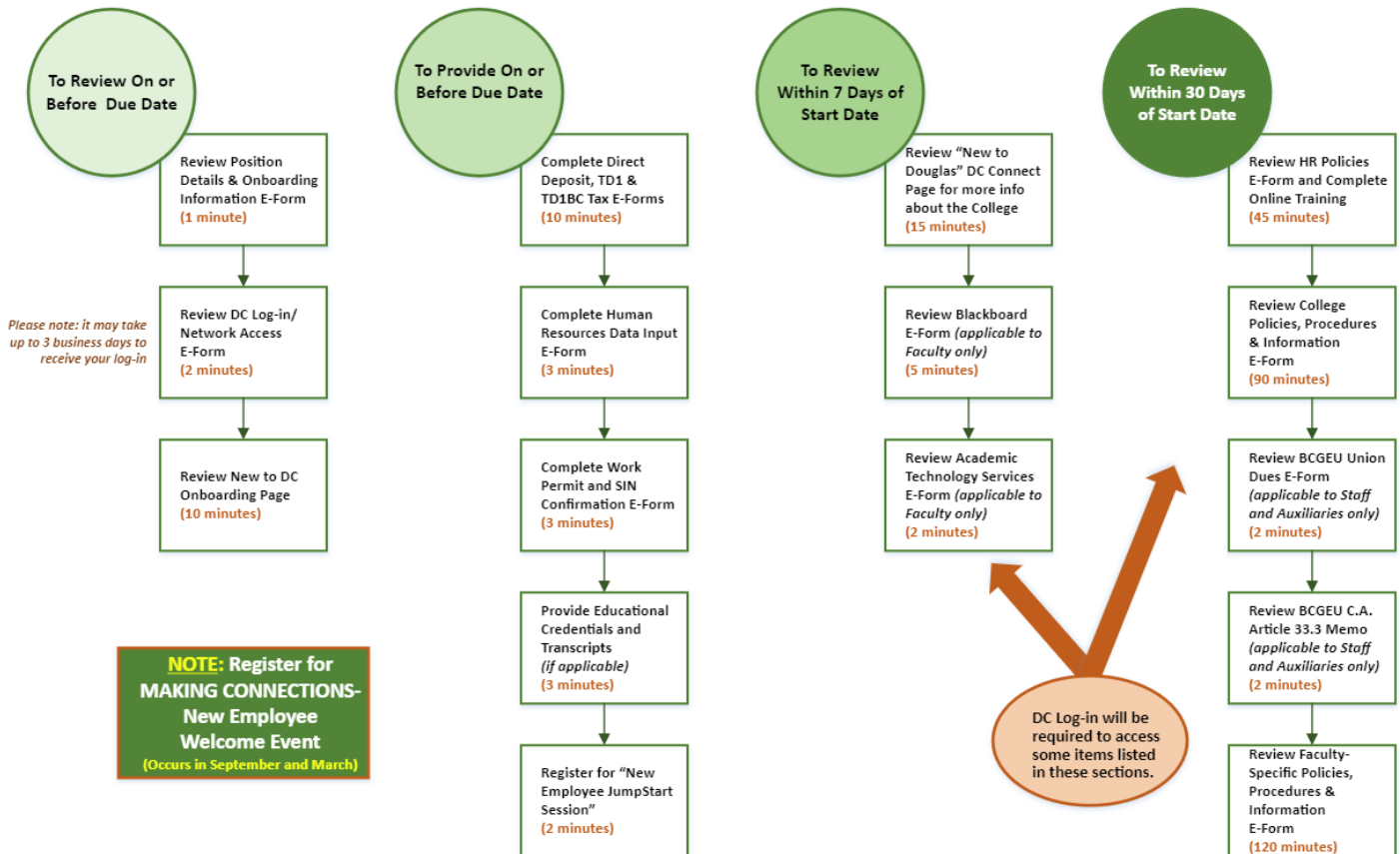
Please make sure to use the guest user log-in section (the red highlighted on the screenshot with your username and password you used to apply. If you happen to receive a Password Reset Link email, please reset your password and use the username noted in the email.

Site URL: <https://www.douglascollegecareers.ca/hr>



If you have an issue to log in, please send a screenshot of the error message to humanresources@douglascollege.ca.

- ✓ Your Douglas College Network Access (CNA) login credentials are provided to you through the Employment Portal. The title of the task is **Setup your DC Login/Network Access** (this provides access to your computer login, Outlook, Employee Self-Service, campus Wi-Fi, Blackboard, and more). *This login may take up to 3 business days to receive.*
- ✓ The diagram below is a recommended timeline to guide you while completing your onboarding tasks/e-forms.



Helpful Tips

- ✓ Use the DUE DATE column to filter the tasks by their due dates.
- ✓ To complete a task, click into the task by clicking VIEW or SIGN/APPV/REV. When you open the form, some e-forms default to the bottom of the form. To view the content, please *scroll up*.
- ✓ To remove a task from your list, review/complete the task and click SAVE FINAL (some forms require a typed electronic signature at the bottom). If necessary, then click SUBMIT. You can view all of your completed tasks on the Completed tab.

Needs Attention	<u>Completed</u>
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