IT Training / Orientation – Onboarding New Hires

IT Onboarding Training for New Hires

- **When:** Every Monday at 1:00 PM
- **Where:** "Admin Building" – **Large Conference Room**

IT Training : Agenda**:** Summary

- IT will provide: Training Laptop used for 3 days generally
  - Windows login credentials
  - Email account setup and enrollment with Microsoft 2 Step Enrollment
  - Overview of IT procedures and basic information
- **Imprivata cards** will be distributed **after training** (registration cannot be completed at the Admin building).

EPIC Training: Following IT training, Same Room

- The EPIC Support Team will conduct EPIC onboarding, covering:
  - EPIC system access
  - EPIC account setup

User's EPIC Information: EPIC login information will be emailed to the user's MNHC address as required by EPIC on your start date.

DAS Training Topics (60 minutes total)

1. Logging into the computer and changing the password
2. Microsoft Teams application
3. Logging into Microsoft 365 applications
4. Logging into the MNHC website
5. Reporting Epic, facilities, and phone issues
6. Understanding DAS and the Help Desk
7. Submitting a DAS ticket or calling for support
8. Printing in Epic
9. Network drives
10. Data backup (OneDrive)
11. Remote work requirements
12. DUO 2-Step authentication – review and purpose
13. Epic remote access – how to apply
14. VPN agreement forms for remote work
15. Encrypting email messages