

# VIRTUAL NEW EMPLOYEE ORIENTATION INSTRUCTIONS

## STEP ONE

Open Google Chrome



If you don't have Google Chrome on your device download it at [www.google.com](http://www.google.com)

## STEP TWO

Run a **system check** to make sure your computer's programs are up to date.

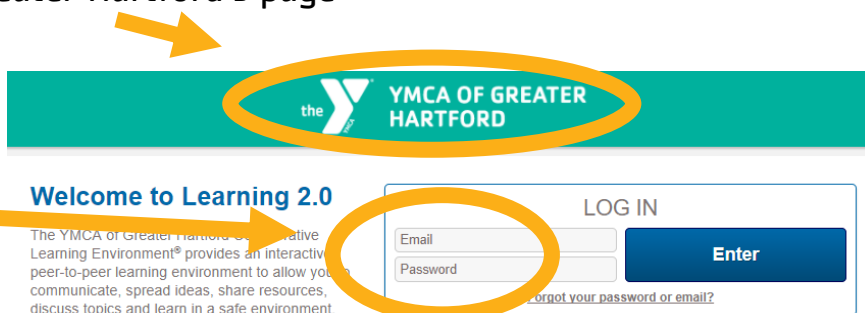
- Go here:  
<https://collabornation.net/system-requirements>
- Enable **JavaScript** and/or install **Adobe Flash** if necessary

Requirement	Status
Browser	Chrome 63.0.3239.132
JavaScript	Enabled
Adobe Flash	28.0.0

## STEP THREE

Log in to your Collabornation account that has been created for you.

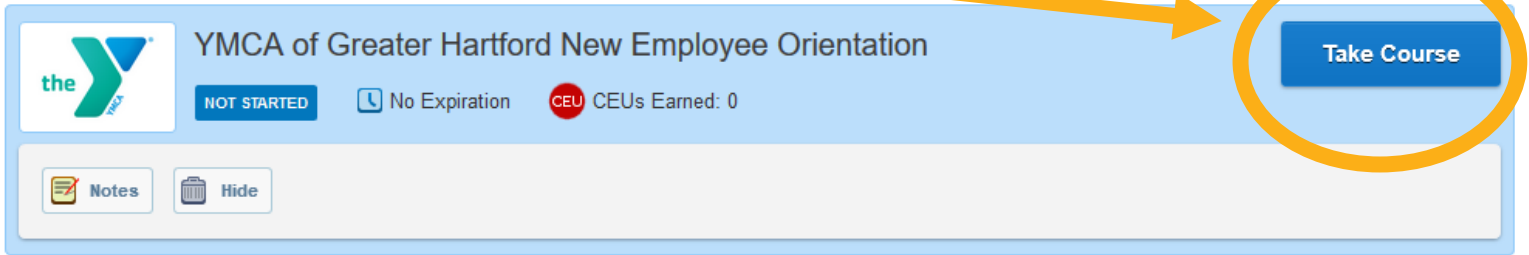
- Go here:  
<https://collabornation.net/login/qhymca>
- Make sure you are on the YMCA of Greater Hartford's page
- Use the **email address** in the "New Employee Orientation Log In" excel file to log in under the Log In section of the website.
- Use the temporary password **temp1234** to log in for the first time
- Hit Enter, Change your Password, and Accept the Terms and Conditions...



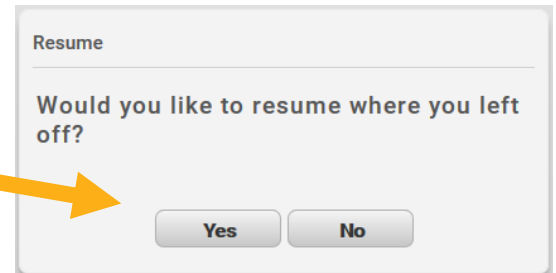
**PAGE TWO**

## STEP FOUR

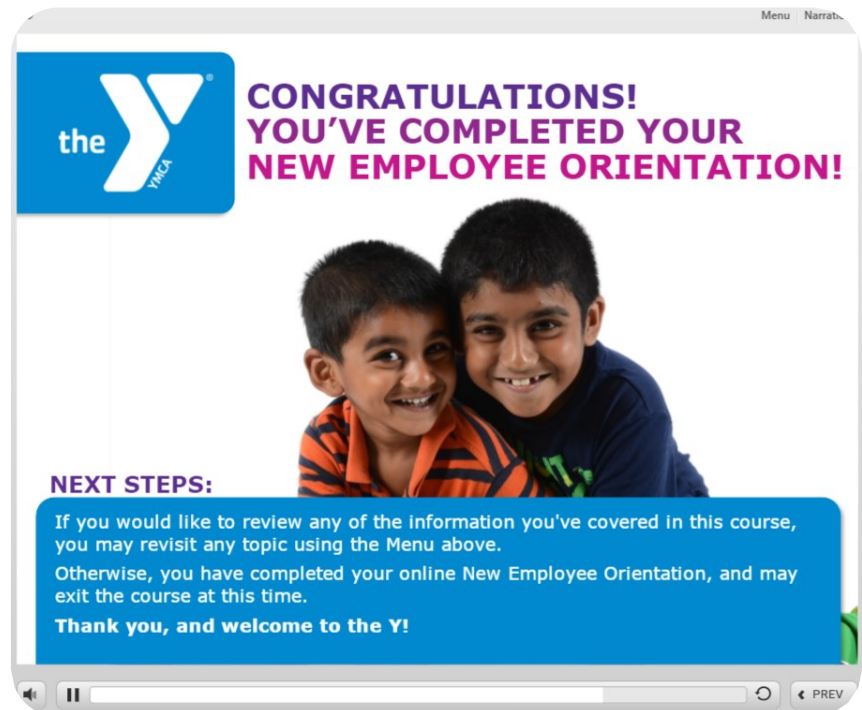
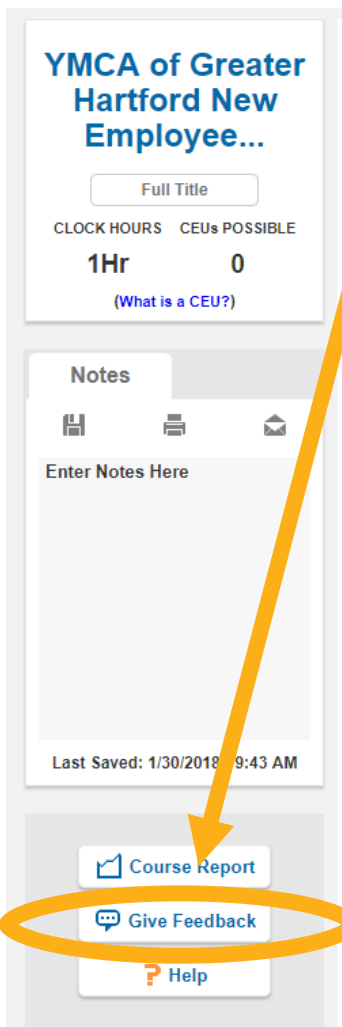
The YMCA of Greater Hartford New Employee Orientation course is automatically assigned to every account, so you will see it on your "My Courses" page. You can begin the course by selecting the **Take Course** button.



You can close the course at any point and return to where you left off. Just choose "Yes" when you see this message the next time you open the course.



## STEP FIVE Give Feedback!



## THANK YOU!

If you need assistance while taking the course, you can contact Customer Service at CypherWorx or submit a ticket at their Support Hub. Their hours are 9-5 eastern, Monday-Friday.