

, Welcome to the Team

Wednesday, November 11, 2020 1:58 PM

Onboarding:

- Meet the team
- Meet with buddy

- Meet with IT to set up computer and work station
 - Duo set up
 - Email set up
 - Access to training.usu.edu email
 - Adobe Creative Suite: Indesign, PhotoShop, Illustrator, Acrobat Pro,
 - Microsoft Office 365
 - Zoom
- Request Access
 - Banner access
 - Box folders
- Complete benefit paperwork
- Take required Training
- Attending USU New Employee Orientation

Development Plan:

Certification:

Books:

Systems:

Banner

- Take Banner INB training
-

LinkedIn Learning

- Watch

Software:

Adobe Indesign

- <https://www.linkedin.com/learning/indesign-2020-essential-training/indesign-learn-the-fundamentals?u=57222644>

Photoshop

- <https://www.linkedin.com/learning/introducing-photoshop-design/welcome?u=57222644>

Illustrator:

- <https://www.linkedin.com/learning/illustrator-cc-2019-one-on-one-fundamentals/the-most-comprehensive-illustrator-training?u=57222644>

Lucid Chart

- Create a process map