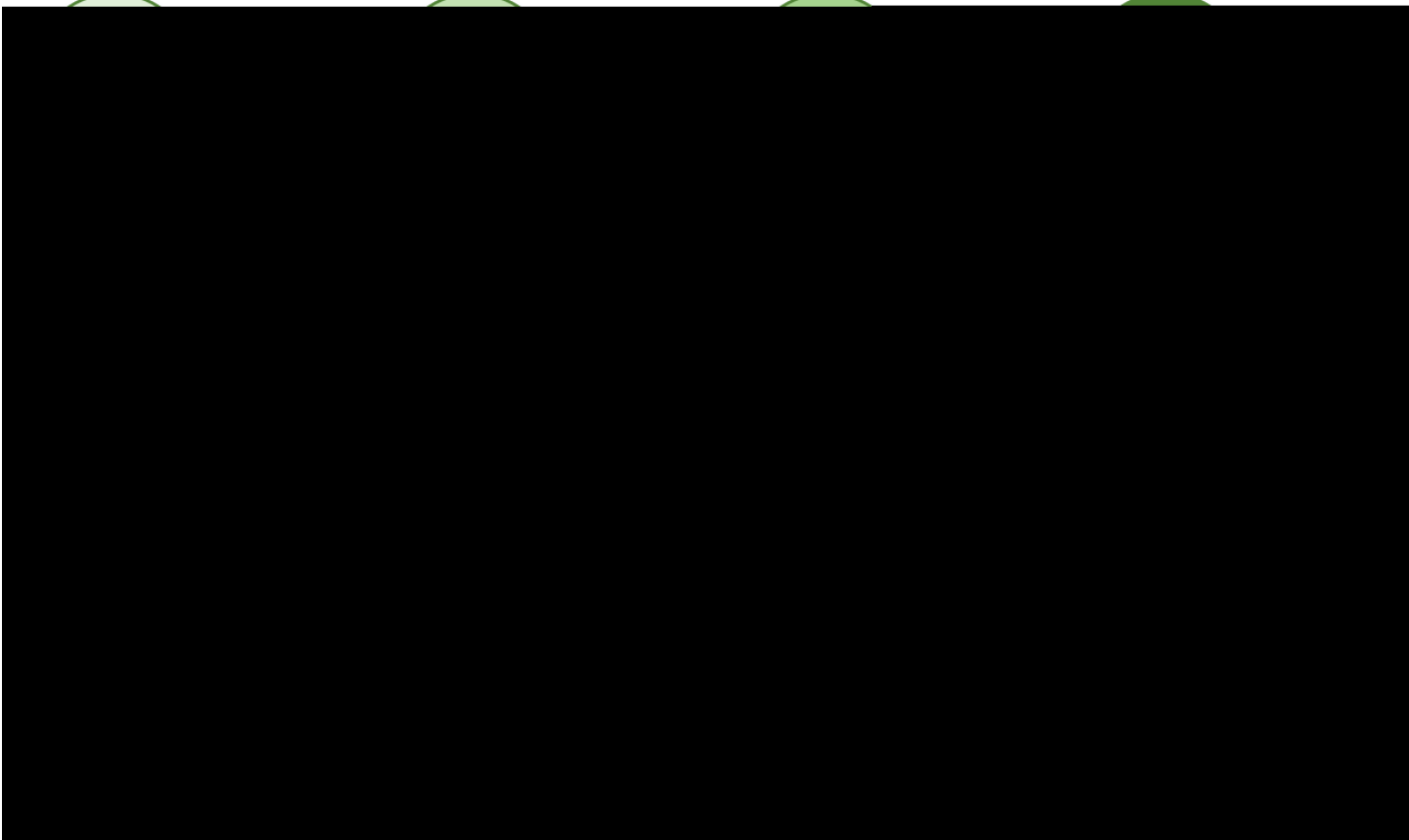Page

✓ 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/forms.

![Helpful Tips icon] 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/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.