Welcome to #TeamPossible!

To help you get off to a good start, please review this checklist and links to key resources below. This complements our Online Orientation via Engage. Speak to your Leader if you are unsure of where to find anything or to help you understand what is most relevant to you. Your Leader will manage addition induction, specific to your team and role.

Have you….?	Completed ✓
Finalised your Onboarding Paperwork • This would have been sent to your personal email address provided during recruitment. • If you haven't received this, please contact your leader as soon as possible.	
Received your User Account log in details to access the Endeavour Foundation network? • Your leader would have this information.	
Set up MFA when accessing Endeavour Foundation systems or applications? • Ensure that you have the Microsoft Authenticator App installed on your mobile phone as the default MFA authentication method. More information available here: MFA	
Enrolled your mobile device in our Connect2Work platform which enables you with safe and secure access to Endeavour Foundation's applications. • Use our simple enrolment instructions found here: Connect2Work	
Setup the ExpenseMe app *(if your role requires a corporate card)* • EMS user guide is available here EMS • Engage has training available which includes how to use the app and begin processing your transactions.	
Received your *Engage* login details to complete your Mandatory Training • You should receive Login Details on your first day at the latest. • You can access your mandatory training via your Dashboard, including the NDIS Worker Orientation module and any mandatory safety/compliance modules.	
Visited the Endeavour Foundation Intranet Page? • Please visit https://intranet.endeavour.com.au/ and take a look around. Some key pages to review to start are Endeavour Foundation's Purpose Mission Values, Structure Charts and Employee Benefits.	
Completed a WHS/site induction and received Endeavour Foundation branded identification card? • You should what to do in emergencies and key safety requirements of your workplace. See your leader if you haven't. • Your identification card should be visible to customers, visitors, and family members during your hours of work. See your leader if you haven't received.	
Accessed PeopleSoft our HRIS and Payroll system. • Login using your User Account details, you can review the Employee User Guide to find your way around. • Check with your Leader if you need to do Timesheets in your role. This is where you will submit them.	
Got all the system access you need for your role? • You can lodge ICT request via the #TeamPossible Support Hub or call ICT via 1300 742 212	
Reviewed Endeavour Foundation Policies and Procedures? • Polices, procedures and forms relevant to your role can be found via DMS. • Speak to your Leader about key documents relevant to your role	