

## IT 1<sup>st</sup> Month Objectives

Mentor's Name: \_\_\_\_\_ Employees Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Title: \_\_\_\_\_

Training Requirement	Initials or (N/A)
<b>Completed Office Tour</b>	
Show employee locations of timeclocks and set up employee with timeclock use as needed	
Show employee location of all restrooms	
Show employee location of break room and supplies (tea, coffee, water, utensils etc.)	
Show employee the location of each department	
Show employee location of supplies room, and how to request refill of materials	
Show employee location of copy machines	
<b>Ability to locate IT Resources</b>	
Show employee location of Verizon account	
Show employee location of Active Directory	
Show employee SAT Phones and provide documentation requirements	
Show employee location of PGE Citrix Access	
Show employee location of Zendesk	
Show employee which IOS devices are managed	
Show employee which Microsoft devices are managed	
Show employee location of Configurator 2	
Show employee location of Hexnode	
Show employee location of Forticlient	
Show employee location of LogMeIn	
Show employee location of Access Control	
Show employee location of Viewpoint	
<b>Completed Cell Phone Training</b>	
Train employee on how to look up contacts through the global address.	
Train employee on how to create email signature.	
Train employee on how to access and utilize phone apps	
<b>Completed Keycard Training</b>	
Train employee on how to use a keycard and the times that their card will work.	
<b>Completed Company Credit Card Training</b>	
Train employee on what items can be purchased with the credit card	
Train employee on credit card policy	
Train employee on the process of submitting receipts to AP.	
<b>Completed basic overview of Policies and Work Instructions in the MGE Portal</b>	
Train employee on all the topics available of the MGE Policies and Work Instructions	
<b>Ability to navigate Viewpoint</b>	
Train employee on basic set up and location of different resources.	
<b>Ability to navigate Keystyle</b>	
Train employee on how to access keystyle	
Train employee on how to approve invoices (if applicable)	

Train employee on how to run basic reports.	
Ability to locate resources in the MGE Portal	
Train employee on how to access and navigate the MGE portal	
Train employee on how to locate and save documents and forms	
Ability to locate resources in OneNote	
Train employee on how to locate and navigate document control in OneNote	
Ability to locate resources in the One drive.	
Train employee on how to locate the One drive and what information can be found	
Ability to locate resources in SharePoint.	
Train employee on SharePoint and how to locate and store information	
Ability to navigate and locate resources in Teams	
Train employee on how to create and join calendar events in Teams	
Train employee on how to create a chat and video call in Teams	
Train employee on how to store and locate documents in Teams	
Ability to complete Weekly Safety Meetings	
Train employee on how to locate and complete weekly safety meetings and the requirement to complete them	
Ability to Update Employee information (I.E. Address, phone number etc.)	
Train employee on how to update employee information	
Ability to request time off/sick time	
Train employee on how to request time off/submit for sick time	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	