

# Step-by-step account onboarding guide - WISE

Welcome to the WISE family! We will guide you through the steps of gaining access to WISE's Slack, Confluence/Jira and Google Drive. If you face challenges at any point, please email [hr@washinseasia.org](mailto:hr@washinseasia.org) or schedule a call at [this link](#).

## 1 Submit account creation form

Submit [this Google Form](#), which let us know what email address and username you wish to use with WISE. Wait up to a week to receive your activation emails.

## 2 [If applicable] Activate your washinseasia.org Google Account

*Only applicable if you requested a washinseasia.org Google Workspace Account*

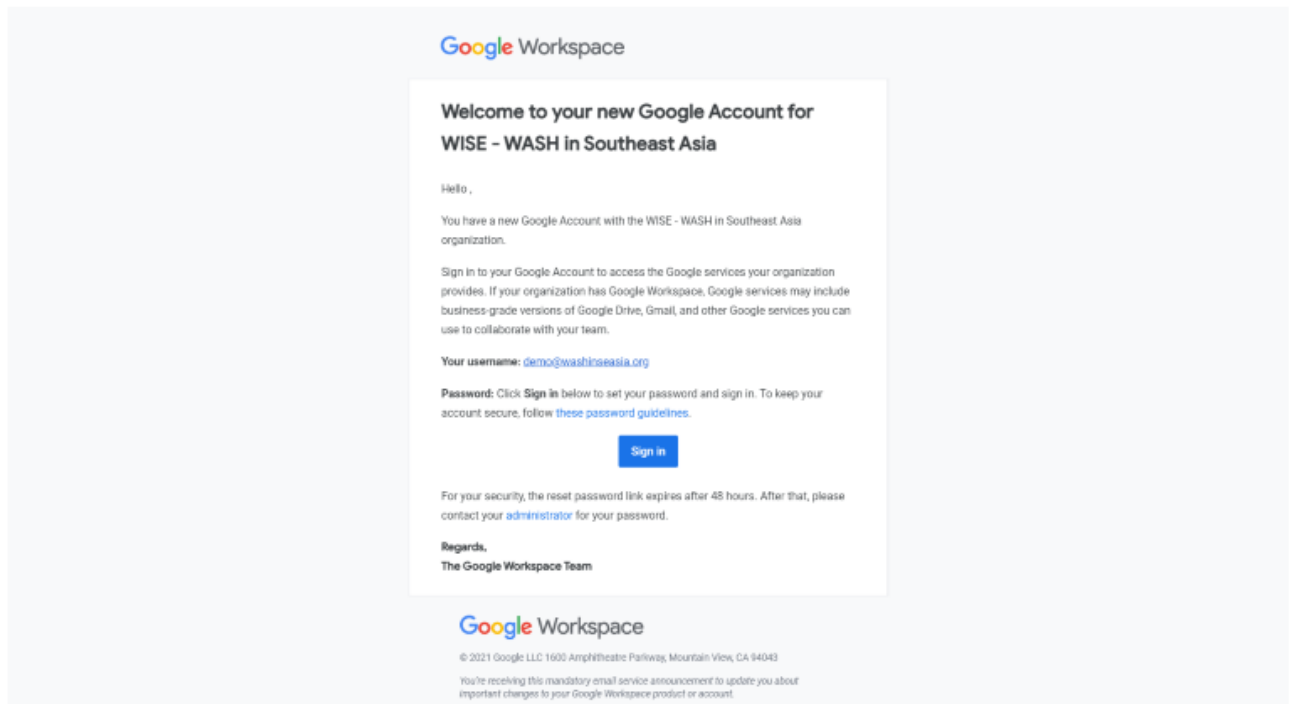
- Within a week, you will receive an activation email called 'You have a new Google account for WISE - WASH in Southeast Asia'.
- Click 'Sign in'. (If your link has expired, please email [hr@washinseasia.org](mailto:hr@washinseasia.org) to resent the invitation and we will do so as soon as possible.)

You have a new Google account for WISE - WASH in Southeast Asia  



The Google Workspace Team <workspace-noreply@google.com>  
to me


12:14 (0 minutes ago) ☆ ↶ ⋮




- Click 'Accept'



- Enter a password, and click 'Change password'

  
Change password  
[Learn more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

Create password

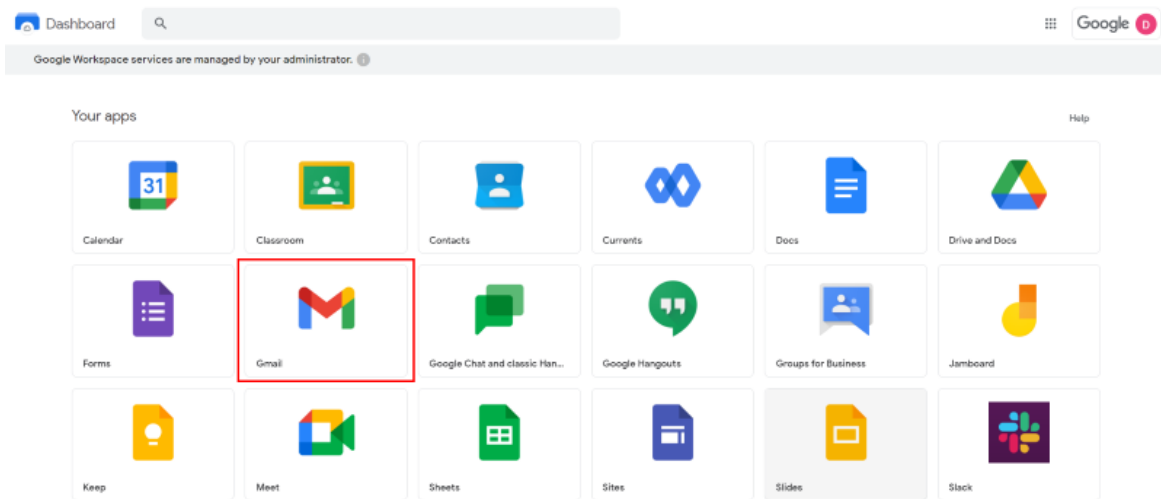
  

Confirm password

[Change password](#)

- Click 'Gmail' to access your email inbox



### **3 Join Slack**

- Within a week, you will receive an email titled "xxx has invited you to work with them in Slack".
- Click 'Join Now'

Yoke Pean Thye has invited you to work with them in Slack External Inbox x



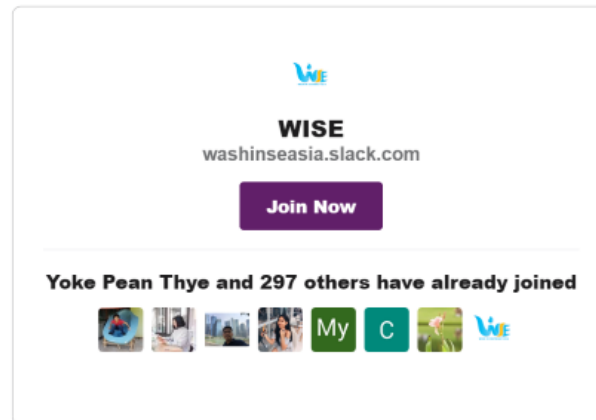
Slack <feedback@slack.com>  
to me ▾

12:29 PM (0 minutes ago) ☆ ↶ ⋮



## Join your team on Slack

Yoke Pean Thye ([yokepean@washinseasia.org](mailto:yokepean@washinseasia.org)) has invited you to use Slack with them, in a workspace called **WISE**.



- Create your account through your preferred method.



## Join WISE on Slack



Yoke Pean Thye and 352 others have already joined



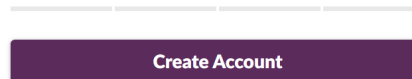
OR

Full name

Your name

Password

Unique password



☐ It's okay to send me emails about Slack.

By continuing, you're agreeing to our [User Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#).

- After creating your account, if you are not redirected to Slack, go to [washinseasia.slack.com](https://washinseasia.slack.com).
- If you haven't already, you should be receiving a welcome message from us soon!

### 4 Join Confluence

- Within a week, you will receive an email titled "[confluence] Your WISE's Confluence Workspace account has been created"

- Click 'Click here to get started!'

[confluence] Your WISE's Confluence Workspace account has been created Inbox x



**Demo Team (Confluence)** jira@washinseasia.org via emailabls.co  
to me ▾

12:38 PM (0 minutes ago)



yokepean has created an account for you on

**WISE's Confluence Workspace**

Hi Demo,

Join me and the rest of the team on WISE's Confluence Workspace!

It's the one place to create, share, discuss and store ideas, projects and documents.

You'll send less email, have fewer meetings, and get more done.

Your account has already been created, and your username is **demo**.

[Click here to get started!](#)

This message was sent by Atlassian Confluence 7.13.2

- Enter a password, and click 'Reset'



## Reset Password

You can now reset the password for the user 'demo'.

New Password

New Password Confirmation

[Reset](#)

[Cancel](#)

### 5 Do onboarding

- Go to <https://confluence.washinseasia.org/courses/center>
- Login with your Confluence username and password
  - Tip: Your username was stated in your invitation email ("[confluence] Your WISE's Confluence Workspace account has been created"). If you can't remember your username, ask a member of the HR team.
- Click 'Onboarding for volunteers' to do your onboarding course

## Course catalog

New course ...

[All courses](#) [Attending](#) [Assigned](#) [Favorites](#)

[Edit courses](#)

⚙️ Popularity

All levels

Categories

Labels

Contributors

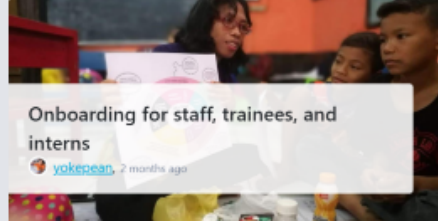
Search



### Onboarding for volunteers

yokezean · 2 months ago

★★★★★  
5



### Onboarding for staff, trainees, and interns

yokezean · 2 months ago

★★★★★  
3

