

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 or schedule a call at [this link](#).

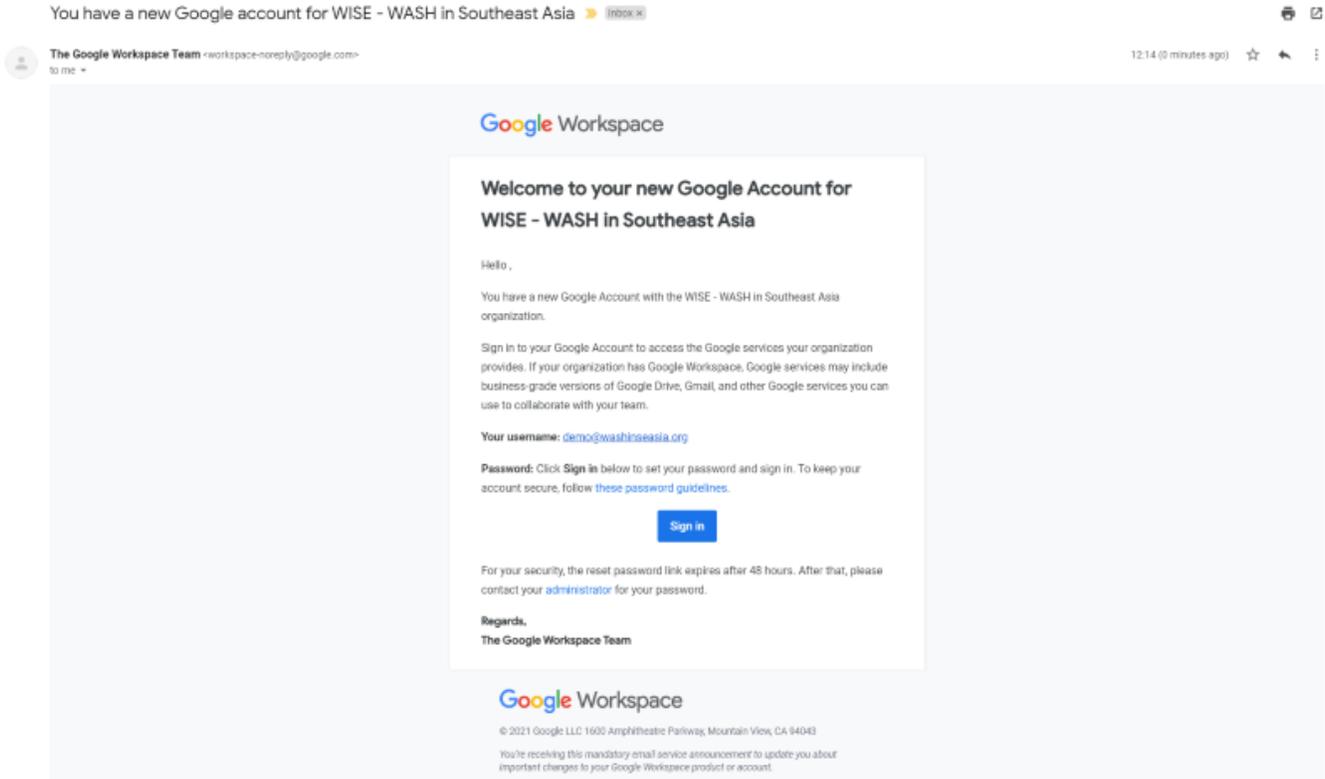
1 Submit account creation form

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.

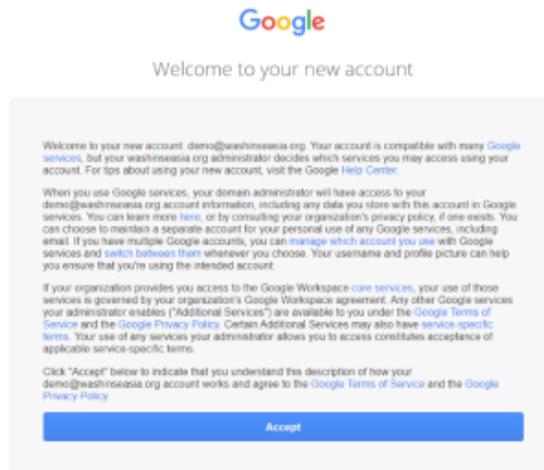
2 [If applicable] Activate your washinseasia.org Google Account

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 to resent the invitation and we will do so as soon as possible.)



- Click 'Accept'



- Enter a password, and click 'Change password'

Google

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

Dashboard

Google 

Google Workspace services are managed by your administrator. 

Your apps Help

 Calendar	 Classroom	 Contacts	 Currents	 Docs	 Drive and Docs
 Forms	 Gmail	 Google Chat and classic Han...	 Google Hangouts	 Groups for Business	 Jamboard
 Keep	 Meet	 Sheets	 Sites	 Slides	 Slack

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) has invited you to use Slack with them, in a workspace called **WISE**.


WISE
washinseasia.slack.com
[Join Now](#)

Yoke Pean Thye and 297 others have already joined



- Create your account through your preferred method.



Join WISE on Slack



Yoke Pean Thye and 352 others have already joined

 [Continue with Google](#)

 [Continue with Apple](#)

OR

Full name

Password

[Create Account](#)

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.
- 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 email@labs.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'

WISE WASH IN SOUTHEAST ASIA

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

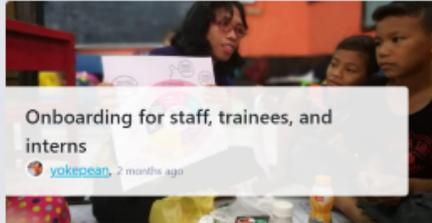
Popularity All levels Categories Labels Contributors Search



Onboarding for volunteers

yokezean 2 months ago

★★★★★
5



Onboarding for staff, trainees, and interns

yokezean 2 months ago

★★★★★
3

