

Activating NEOED Onboard Account

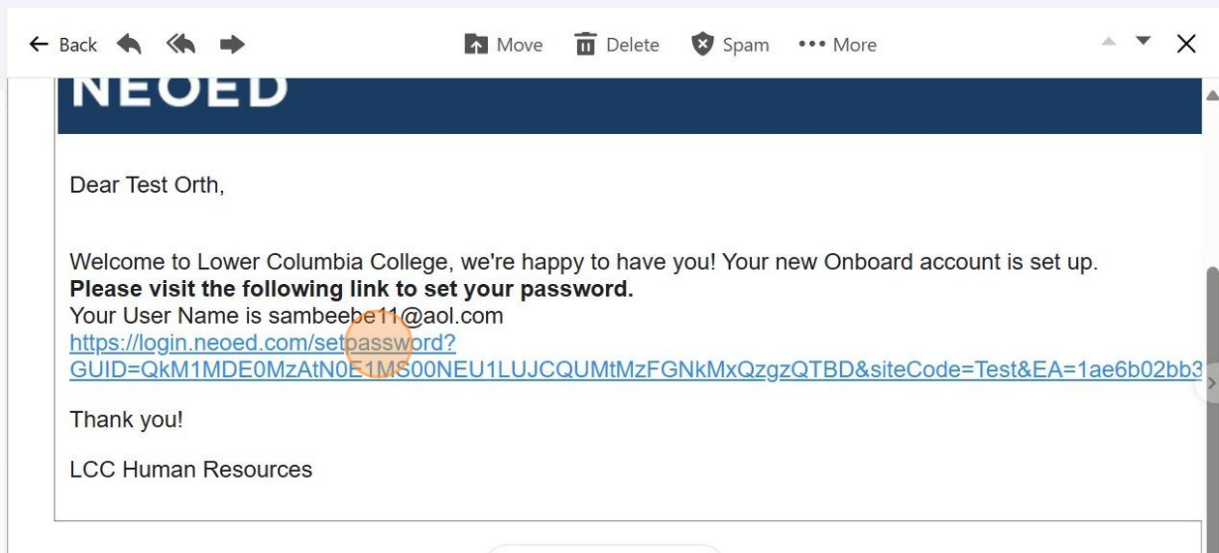
You'll receive an email from NEOED to activate your Onboard account. Follow the steps below!



Please note that HR will be adding new hires (brand new to LCC) with their personal email address as their username and email account associated with Onboard. This is because we do not have your LCC email established at this stage in the process. On your first day, we will update your Onboard email and username to your LCC email, @lowercolumbia.edu.

1

Below is an example of what the email looks like. Click the link provided in the email.



2

You'll be prompted to setup a password following the password requirements listed. Click "Set Password" once you've identified a password that meets the requirements.

The screenshot shows a password setup form. At the top, there is a list of requirements for the password:

- Password must use 12 or more characters with a mix of uppercase and lowercase letters, numbers and symbols (example: '%\$#@&!').
- Password must not be the same as the current password or one of the previously used passwords.
- Password must not be a commonly used word or phrase.
- Password can't contain first name, last name or username.

Below the requirements, it says "All fields are required". There are two input fields for the password, both containing asterisks. At the bottom right, there is a blue button labeled "Set Password". A small "Privacy" link is visible at the bottom center.

3

You're now activated and will be brought to your dashboard! Click "Onboard" to explore the portals. New employees will have tasks on their checklist! Refer to the email from HR regarding which tasks/forms need completed before your first day! Reach out to HR at hr@lowercolumbia.edu with any questions!

The screenshot shows a dashboard interface. On the left is a sidebar menu with the following items: Dashboard (selected), Tasks (with a red notification badge showing '2'), People, Recruiting, Onboard (highlighted with an orange circle), and Reports. The main content area is titled "Dashboard" and features a "Tasks" section. This section has a "View All (9)" link and is divided into "To-Do (7)" and "Overdue (2)". Below this, there are filters for "View my tasks related to:" with options for "All" (selected), "Myself", and "My". A task card is visible with the title "ONBOARD • FORM" and a sub-task "Complete Key Request Form" due on Monday. Another task card shows "HR send email & ctclink ..." due on Wednesday. On the right side of the dashboard, there are "Quick Action" buttons for "Create" and "View My" and a "People" section listing "MY MANAGER".

4

Below is a view of the portals you have based on your position at LCC.

The screenshot shows a web application interface for 'Onboard' at Lower Columbia College. At the top, there is a blue navigation bar with 'Dashboard' and a search icon. A left sidebar contains menu items: 'Dashboard', 'Tasks' (with a red notification badge), 'People', 'Recruiting', 'Onboard' (highlighted), 'Reports', and 'Settings'. The main content area is titled 'Onboard' and 'My Onboarding'. It features a large banner image of a college campus with the LCC logo and the text 'Welcome, Samantha!'. Below the banner are three links: 'Onboarding Portal' (underlined), 'Benefits Portal', and 'Exempt Resources'. At the bottom, the text 'NEOED' is displayed on the left, and 'Terms | Privacy' is on the right.