

# Foundry Network Onboarding / Offboarding

## 1 Form, 3 Uses!

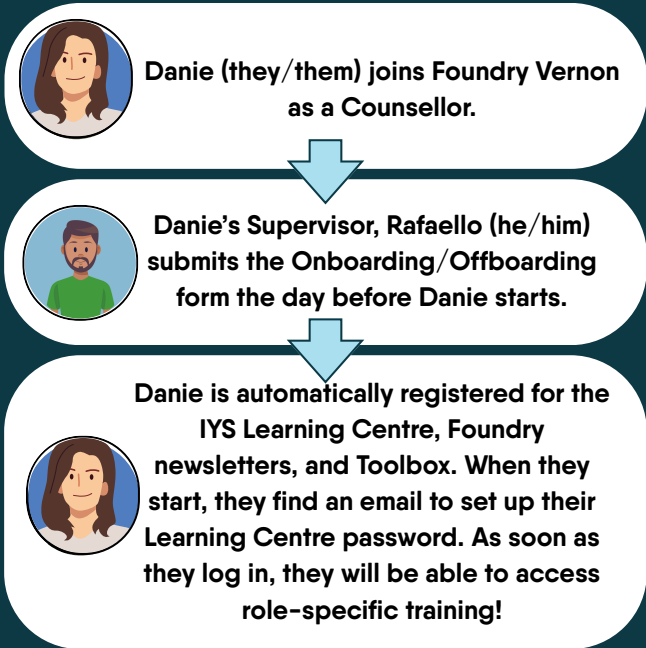
The Network Onboarding / Offboarding form helps the Foundry Network access the tools and resources they need, when they need it. It also helps keep our systems accurate and secure. Read more below to learn about its many uses!

[Click here to access the Foundry Network Onboarding / Offboarding Form](#)

[FAQ](#)

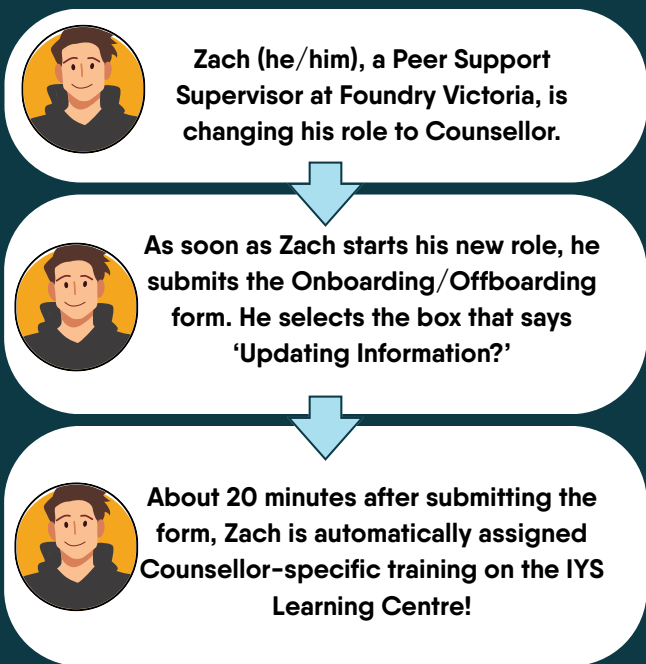
### Onboarding

- What:** Registers staff for IYS Learning Centre, newsletters, and the Toolbox app.
- When to Use:** On a staff member’s first day, or leading up to their first day.
- Who Fills it Out:** Staff member or their Manager/Supervisor.
- How:** Input all details on the Network Onboarding / Offboarding Form.



### Updating

- What:** Updates staff’s information on the back-end.
- When to Use:** Anytime a staff’s role, name or Foundry Centre changes. Changes take ~20 minutes to go through after the form is submitted.
- Who Fills it Out:** Staff member or their Manager/Supervisor.
- How:** Check the box on the Network Onboarding / Offboarding Form that says ‘Updating Information?’, then input required details.



### Offboarding

- What:** Removes staff’s access to the IYS Learning Centre, newsletters, and the Toolbox app.
- When to Use:** At the end of a staff member’s last day of work. Changes take ~20 minutes to go through after the form is submitted.
- Who Fills it Out:** Manager/Supervisor
- How:** Check the box on the Network Onboarding / Offboarding Form that says ‘Offboarding?’, then input required details.

