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.



Danie (they/them) joins Foundry Vernon as a Counsellor.



Danie's Supervisor, Rafaello (he/him) submits the Onboarding/Offboarding form the day before Danie starts.



Danie is automatically registered for the IYS Learning Centre, Foundry newsletters, and Toolbox. When they start, they find an email to set up their Learning Centre password. As soon as they log in, they will be able to access role-specific training!

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.



Zach (he/him), a Peer Support Supervisor at Foundry Victoria, is changing his role to Counsellor.



As soon as Zach starts his new role, he submits the Onboarding/Offboarding form. He selects the box that says 'Updating Information?'



About 20 minutes after submitting the form, Zach is automatically assigned Counsellor-specific training on the IYS Learning Centre!

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.



Peer Supporter Amandeep (she/her) is leaving Foundry Kelowna.



Amandeep's Supervisor Jada (she/they) fills out the Onboarding/Offboarding form at the end of Amandeep's last day. They select the "Offboarding?" field.



Amandeep's access is removed from the Learning Centre, Toolbox and newsletters. This maintains security compliance by limiting access to confidential information and helps keep our records accurate!