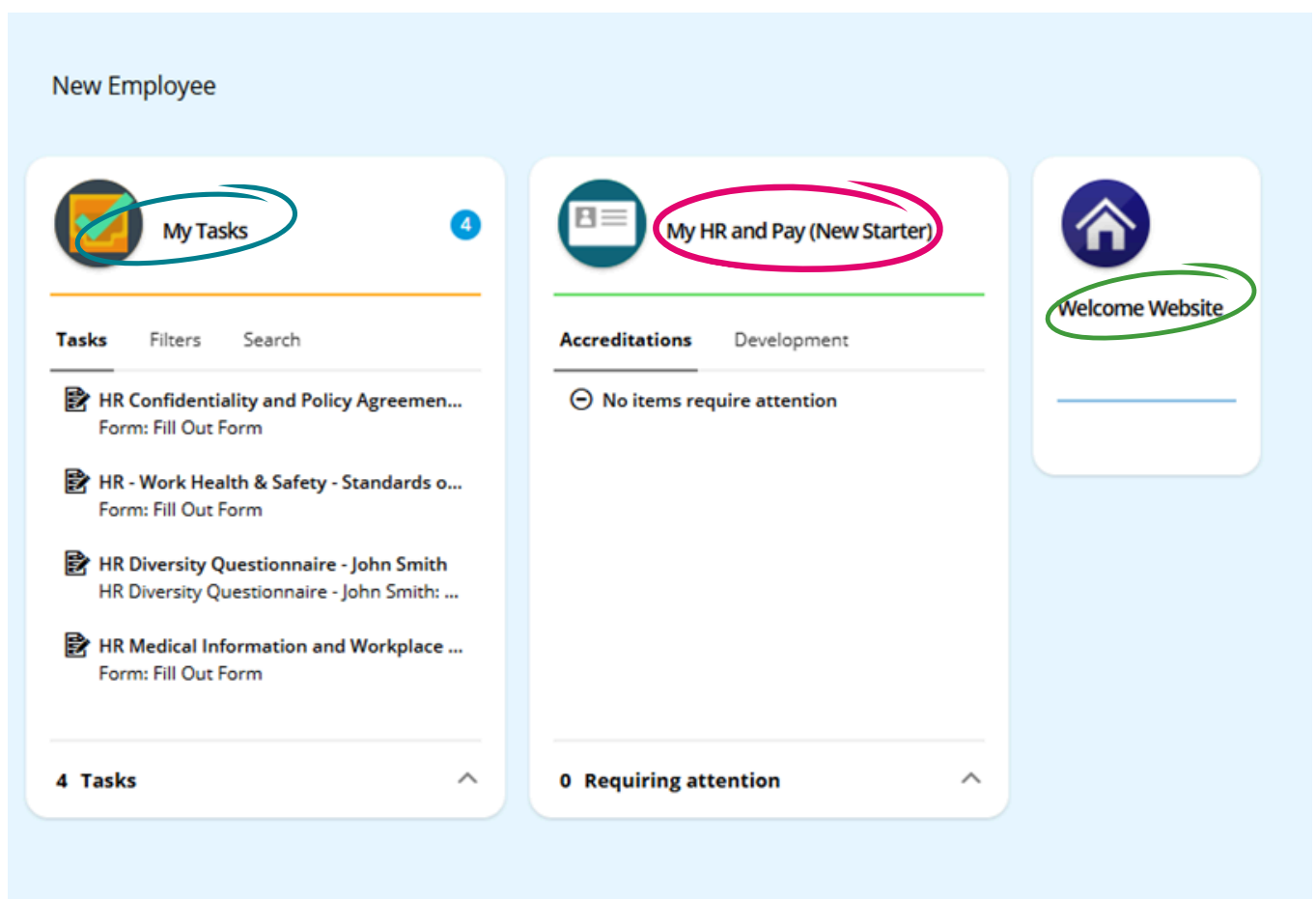


## NEW STARTER PORTAL - USER GUIDE

You can access the City's New Starter Portal via the link provided in your *Welcome* email. If your link has expired, please contact the Hiring Manager.

This is what you will see when you access the New Starter Portal:



**My Tasks** - please click here to complete the assigned pre-employment forms.

**My HR and Pay** - please click here to review and complete your personal details.

**Welcome Website** - please click here to view the City's new employee information web page.

# Welcome Website

The screenshot shows a web application interface for 'My Tasks'. The top navigation bar includes a back arrow, a logo, and the path 'New Employee > My Tasks'. Below the navigation bar, there's a search bar and a list of tasks assigned to the user. The selected task is 'HR Confidentiality and Policy Agreement - John Smith'. The task details section includes a 'Summary' with the following information:

- Task Name:** Fill Out Form
- Task Description:** Please click More and select Fill Out Form. Complete form and save. Submit the form when you have completed.
- Received:** 17-Mar-2025 12:13:05

At the bottom right of the task details, there are 'Submit' and 'More' buttons. A callout box highlights the 'More' button and the 'Fill Out' option that appears in the dropdown menu.

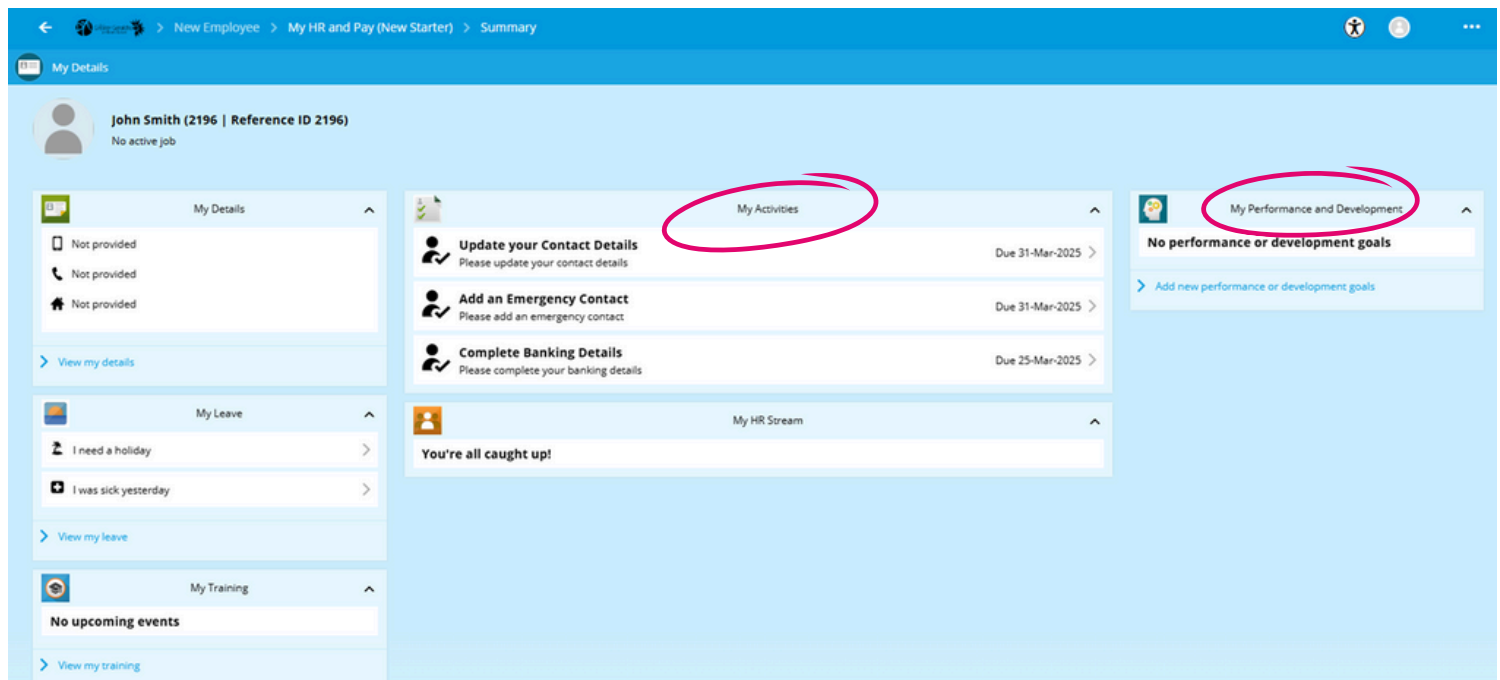
Once you have navigated to **My Tasks**, click **More** on the right hand side of your screen and then select **Fill Out** to open the form.

Please read and complete the form, ensuring you complete any fields marked with a red asterisk.

Click Save to return to the task screen.

Then click Submit to finish the form.

# My Tasks



Navigate within the **My Activities** tab to review and update each section of your personal details.

Use the **Edit** or **+Add** buttons to make changes within each section.

*Please note:* the **My Performance and Development** section is not required until after you have commenced employment, so even if you see that training has been assigned to you it won't be ready for you to access until after your start date.

# Welcome Website

## Welcome to the City of Greater Geraldton!

The below links are available for you to access prior to your start date. Feel free to navigate your way through.

### Before your first day, please review this section



### Here is some useful information about the City



### Social, Health and Wellbeing



The Welcome Website has been designed to provide you with information that you may find helpful in the lead up to commencing employment with the City of Greater Geraldton.

We recommend that you read through at least the top section prior to your start date.

*Please note:* the **Key Policies** link is where you will find the policies that are required to be acknowledged in the **Confidentiality and Policy Agreement** form in your **My Tasks** (please refer to page 2 of this document).