# GRADY HEALTH SYSTEM

## GENERAL ORIENTATION TRAINING SITE ACCESS & INSTRUCTIONS

<table>
<thead>
<tr>
<th>STEPS</th>
<th>ACTIONS YOU NEED TO DO</th>
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</table>
| 2.    | Your ID will be – grady  
Your Password will be – g3n3ral |
| 3.    | Complete all training modules (view videos, take self-quizzes, and submit all requested documents) 5 to 6 pages total |
| 4.    | Please print all pages and sign in the required areas, then fax or scan and email the signed to mcollins@gmh.edu at least 1 business day BEFORE your start date. It may also be dropped off to Michele Collins, HR Assistant for Training & Organizational Development:  
Armstrong Hall, 3rd floor, Room 303  
Telephone: 404-616-3596  
Fax: 404-616-5002  
Print, complete, sign, and return the following forms and the self study quiz:  
1. General Orientation Training Record  
2. Corporate Compliance Handout (CC handout)  
3. Customer Service Agreement  
4. Confidentiality and Non-Disclosure Statement  
5. Falls Program – Quiz Only  
**Additional Document:**  
6. IS Acceptable Use Agreement  
**Print and complete this form is required if you will have access to use Grady computers |
| 5.    | Training must be on file before participant can begin work on Grady site |

revised 3/3/2011