GRADY HEALTH SYSTEM

GENERAL ORIENTATION TRAINING SITE
ACCESS & INSTRUCTIONS

STEPS	ACTIONS YOU NEED TO DO
1.	Go to http://www.gradyhealth.org/gradytrain/
2.	Your ID will be – grady Your Password will be – g3n3ral
3.	Complete all training modules (view videos, take self-quiz, 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.

(handwritten annotation:) →EMAIL TO: MRUTHERFORD1 @ GMH.EDU

revised 3/3/2011