

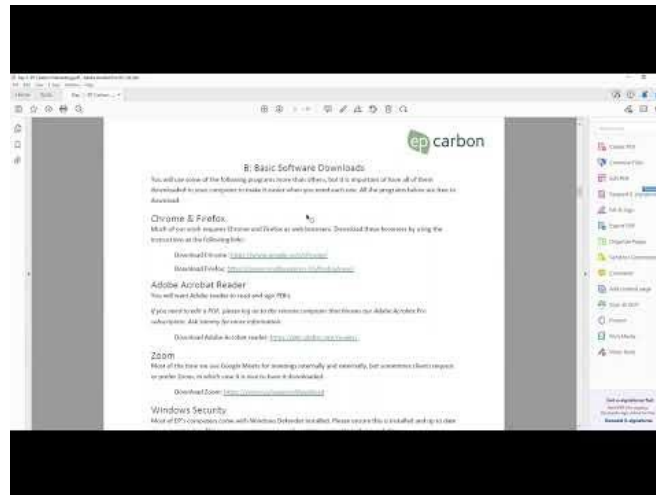
EP CARBON ONBOARDING

Welcome to EP Carbon! We are excited to have you on the team! Over the first three days of your employment, you will participate in the employee onboarding program which will allow you to complete all necessary new employee HR tasks, gain a deeper understanding of the company's work and begin learning job-specific information.

We know onboarding can be overwhelming. No matter how experienced you are, there is a lot to learn about the company and your specific role. You are welcome to reach out to team members with questions via Slack at any time.

Over the next three days you will receive a daily email that includes an onboarding guide, like this one, with instructions and a checklist for that day's activities. As you work through the tasks in each guide, mark off the tasks on the checklists. These checklists are designed to support you in ensuring that you have reviewed/learned/practiced specific ideas/tasks/technologies you will need to do your job.

Please watch this video for a quick welcome and look at using the onboarding guide:



As mentioned above, the goal of the onboarding guides is to help you gain a basic understanding the company culture and work, as well as the technology and skills needed to be successful in your role. We hope that this broad overview will set you up for a successful transition into the company, and we also know that training and learning is continual processes. You can expect to receive additional support from other EP team members on a regular basis. Completing these three days of onboarding will not give you every single tool you will need for your role but will allow you to start integrating into your team knowing the basics of how we work at EP Carbon.

Again, we are excited to have you on the team, and look forward to beginning our work together!

DAY 1: COMPUTER SETUP & HR TASKS

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DAY 1: CHECKLIST

Check off tasks as you complete them. You will review the daily checklists with Katherine, the training manager, at the end of Day 3.

Section 1: New Hire Paperwork

- ☐ Complete New Hire Paperwork

Section 2: Computer Set Up

- ☐ Set-Up Computer
- ☐ Send Laptop Login details to Sammy

Download:

- ☐ Chrome
- ☐ Firefox
- ☐ Adobe Acrobat Reader
- ☐ Zoom
- ☐ Microsoft Security

- ☐ Login to your EP Carbon Google Account
- ☐ Create your email signature
- ☐ Confirm your calendar can is shared
- ☐ Confirm you are subscribed to the EP Carbon calendar
- ☐ Bookmark World Calendar Buddy (if desired)
- ☐ Login/activate Microsoft 365
- ☐ Download and log in to Dropbox
- ☐ Set up "Selective Sync" in Dropbox
- ☐ Review how to share files and file paths
- ☐ Download and log in to Slack
- ☐ Introduce yourself in the #general channel in Slack
- ☐ Download and install OpenVPN
- ☐ Configure the ep-berkeley connection

- ☐ Configure the ep-cloud connection
- ☐ Add EP Carbon Fonts
- ☐ Import EP Carbon Style
- ☐ Download Zotero
- ☐ Create account for Zotero
- ☐ Install ArcGIS

Section 3: Sexual Harassment Prevention Training

- ☐ Complete Sexual Harassment Prevention Training
- ☐ Submit Sexual Harassment Prevention Training Certificate
- ☐ Send a Slack message to Katherine Lambert informing her about the training completion and certificate submission

Section 1: New Hire Paperwork

Complete Forms

In your personal email inbox, you will find an email from Adobe Acrobat Sign requesting that you complete and sign the 3 documents below. **You must complete these documents before proceeding with your onboarding.** Access them via the link in the message and complete them digitally. When you complete the required fields and prompts, they will automatically be submitted, no need to email or follow up.

1. **EP Carbon Employment Application and PIIA (Proprietary Information and Inventions Agreement)**
2. **I-9** (You will meet with Sammy to verify your identity documents sometime today)
3. **W-4**

Onboarding Tasks	
☐	Complete New Hire Paperwork

End of Section 1

Jump to: [Table of Contents](#) | [Checklist](#)

Section 2: Computer Set Up

A: Basic Device Setup

1. Plug in and turn on computer.
2. Follow instructions on computer.
3. “How would you like to set up?” Choose “Set up for Personal Use”
 - a. If you already have Microsoft account (for Skype or another reasons) you can choose to sign into a current account- ***This will have no effect on you being logged in with your company accounts within individual programs, it is only for computer setup purposes.***
 - b. If you don’t have a Microsoft account, or are choosing not to use it, select “Create Account”. This will generate a new Outlook email address. Use your first and last name as your username for Outlook email
4. When it asks for a backup email address, please use Sammy’s email: syoungdale@epcarbon.com
5. Set up a pin to access your device.
6. As you set up your login information, complete the following table. When complete, please copy and paste this table into an email and send it to Sammy, syoungdale@epcarbon.com.

EP Carbon Laptop Login info	
Employee Name	
Device Login Email	
Device Login Password	
Device PIN	

7. Decline the free trial Microsoft 365 account. You should have received login credentials for Microsoft 365 by email from Sammy and can log in after setup.
8. Please use Windows 10 rather than upgrading to Windows 11. We want to have all employees on the same version of Windows so that tutorials and tasks look the same for everyone. At some point the entire team will switch to Microsoft 11 or a later version, but for now, please use Windows 10.
9. Allow computer to complete the setup process.

Onboarding Tasks	
☐ Complete Basic Laptop Setup	☐ Send laptop login details to Sammy

End of Section 2.A

Jump to: [Table of Contents](#) | [Checklist](#)

B: Basic Software Downloads

You will use some of the following programs more than others, but it is important to have all of them downloaded to your computer to make it easier when you need each one.

Chrome & Firefox

Much of our work requires Chrome and Firefox as web browsers. Download these browsers by using the instructions at the following links:

Download Chrome: <https://www.google.com/chrome/>

Download Firefox: <https://www.mozilla.org/en-US/firefox/new/>

Adobe Acrobat Reader

You will want Adobe reader to read and sign PDFs.

If you need to edit a PDF, there is a remote computer that houses our Adobe Acrobat Pro subscription. Ask Sammy for more information.

Download Adobe Acrobat reader: <https://get.adobe.com/reader/>

Zoom

Most of the time we use Google Meets for meetings, but sometimes clients request or prefer Zoom, in which case it is nice to have it downloaded.

Download Zoom: <https://zoom.us/support/download>

Windows Security

Most of EP's computers come with Windows Defender installed. Please ensure this is installed and up to date on your computer. This is our current company-wide antivirus and anti-malware solution.

You can check to make sure this is installed by using the search bar at the bottom of your screen. Type in "Windows Security", if the icon below appears in your search the program is installed and running in the background:



Onboarding Tasks	
☐ Download Chrome	☐ Download Zoom
☐ Download Firefox	☐ Confirm Window Security is installed
☐ Download Adobe Acrobat Reader	

End of Section 2.B

Jump to: [Table of Contents](#) | [Checklist](#)

C: Most Used Software Set-Up

Google Workplace

We use Google Workplace for email (Gmail), calendar (Google Calendar), video conferencing (Google Meet), and personal and limited collaborative document storage (Google Drive).

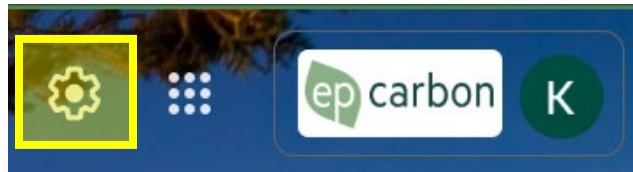
You can activate your new EP Carbon Google account using the invitation sent to you at your personal email address. From today forward, communication, including the remaining onboarding materials, will be sent to your EP Carbon email address.

While Google is widely used, and you may be familiar with it, every organization varies a bit in its culture of use. Below you will find links and videos to help you understand the ways we use Google Workplace apps.

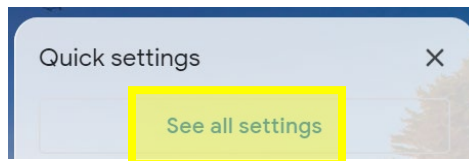
Set up your email signature

To set up your email signature in your EP Carbon Gmail account follow these steps:

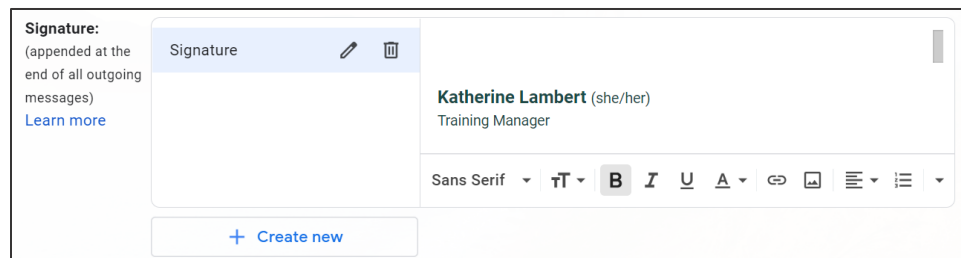
1. Open Gmail
2. Click the “Settings” gear icon in the upper left near the EP Carbon logo



3. Select “See all Settings”



4. Scroll down until you find the “Signature” section



5. Now... there is likely a better way, but to maintain the formatting and linked button this is probably the easiest: Go to your Day 1 Onboarding email, scroll to the signature from “Katherine Lambert” and copy and paste this signature into the box, then personalize it with your name, pronouns, and position.

Creating Meetings in Google Meet

If you're not familiar with Google Calendar and Google meet, take a look at [this video](#) for a quick overview of how to create a meeting with an auto generated link for video conferencing through Google Meet. This is how we conduct most of our meetings.

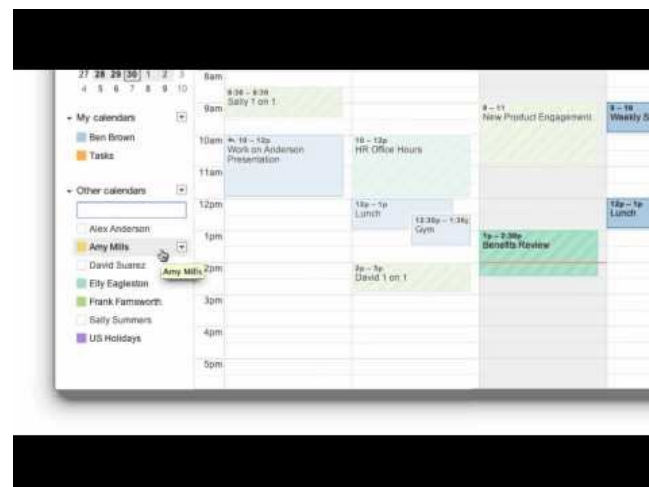
Sharing and viewing calendars

While much of Google Workplace is intuitive, functioning much like other email and calendar programs, one feature that is slightly less obvious, but essential to our teams, is the shared calendar function. Not only are we all busy with multiple projects, but our teams work across multiple time zones, so it is important to understand availability. Watch these two videos to understand how to share and view calendars to make scheduling easier. After watching, confirm your calendar is set shared as "Make available for EP Carbon":

How to Share Your Calendar



How to View Coworkers' Calendars



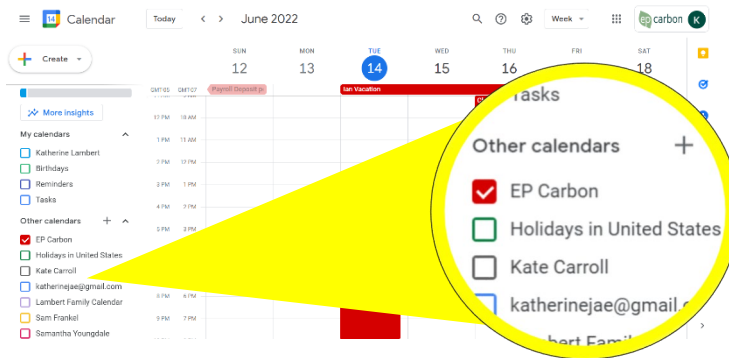
EP Carbon Calendar

As of your first day of work, you will be subscribed to the EP Carbon company calendar. On this calendar you will see company events as well as staff time off. **When taking more than one day off, you must add your time off as an event on your personal calendar and on the EP Carbon company calendar.** Use the instructions below to ensure that you can view the calendar, and learn how to add time off:

1. Open Google Calendar in a browser window. Ensure that you are logged in to your EP Carbon Google account.

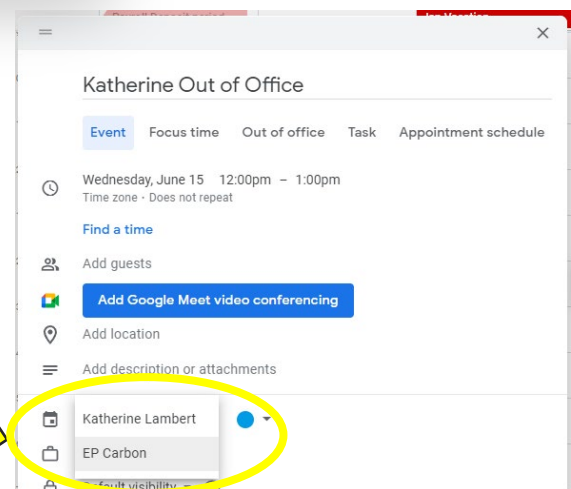
<https://calendar.google.com/>

2. On the left-hand side, find the “Other calendars” section. You should see “EP Carbon” in that list. Ensure that you can view or hide the calendar by clicking the checkbox next to the name.



3. To add an event, such as vacation time, create an event and select the EP Carbon calendar. See screenshot for how to select a calendar when creating an event:

Select a calendar



Additional Tool: One of the limitations of Google Calendar is that it doesn't display all meeting invitee's time zones. This creates a challenge, as we have staff in many different locations. A great tool for viewing time zone comparisons is [World Time Buddy](#). Feel free to bookmark this site as it can be very useful.

<i>Onboarding Tasks</i>	
☐ <i>Login to your EP Carbon Google Account</i>	☐ <i>Subscribe to the EP Carbon calendar</i>
☐ <i>Create your email signature</i>	☐ <i>Bookmark World Calendar Buddy (if desired)</i>
☐ <i>Confirm your calendar can is shared</i>	

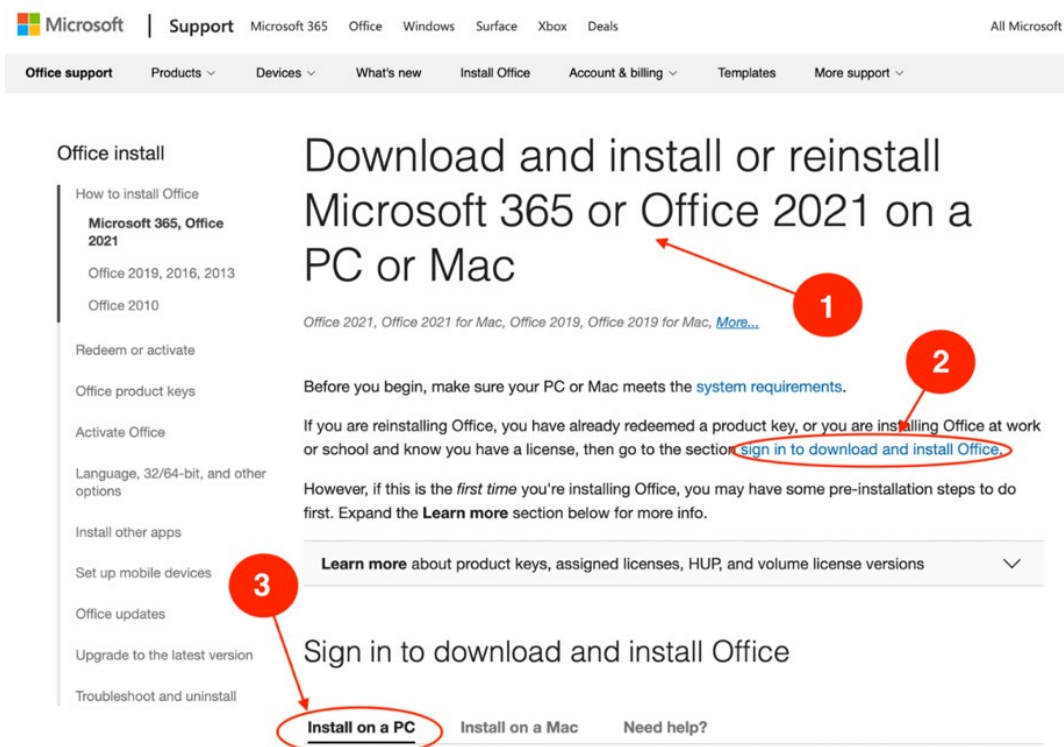
Microsoft 365

Word and Excel are our core tools. Word is used for document editing, Excel is used for carbon accounting, small - moderate sized tree lists, etc. You'll need to ensure that you have Microsoft 365 installed on your computer and read to use.

Microsoft 365, and all Microsoft Office apps, are automatically installed on new Windows computers. **You should be able to activate any Office app by logging to using your EP Carbon user details. You will find your Microsoft 365 user details in an email from Sammy.**

It is unlikely that you will have to re-install Microsoft 365, but if you don't see the Office apps you can redownload and install using the following steps:

1. [Click here](#) to go to the page "Download and install or reinstall Microsoft 365 or Office 2021 on a PC or Mac"
2. Click on the linked text "sign in to download and install Office" in the intro paragraph.
3. Then select "Install on a PC" and follow the instructions, logging in using the username and password from your Day 1 Onboarding email.



Microsoft | Support Microsoft 365 Office Windows Surface Xbox Deals All Microsoft

Office support Products Devices What's new Install Office Account & billing Templates More support

Office install

- How to install Office
 - Microsoft 365, Office 2021
 - Office 2019, 2016, 2013
 - Office 2010
- Redeem or activate
- Office product keys
- Activate Office
- Language, 32/64-bit, and other options
- Install other apps
- Set up mobile devices
- Office updates
- Upgrade to the latest version
- Troubleshoot and uninstall

Download and install or reinstall Microsoft 365 or Office 2021 on a PC or Mac

Office 2021, Office 2021 for Mac, Office 2019, Office 2019 for Mac, [More...](#)

Before you begin, make sure your PC or Mac meets the [system requirements](#).

If you are reinstalling Office, you have already redeemed a product key, or you are installing Office at work or school and know you have a license, then go to the section [sign in to download and install Office](#).

However, if this is the first time you're installing Office, you may have some pre-installation steps to do first. Expand the **Learn more** section below for more info.

Learn more about product keys, assigned licenses, HUP, and volume license versions

Sign in to download and install Office

[Install on a PC](#) [Install on a Mac](#) [Need help?](#)

Dropbox

We use Dropbox to share collaborative work items, resources, and basically all files. It also functions as a backup system, allowing us to restore deleted / former versions of files.

We use a shared access Dropbox with one login for all employees. To save, share and collaborate on files you need to download the Dropbox app and log in using our shared credentials.

Download Dropbox:

1. Go to <https://www.dropbox.com/downloading>, the download will start automatically
2. Open the Dropbox installer from your browser or Downloads folder. Installation will begin automatically when installer is opened
3. When prompted with "Do you want to allow this app to make changes to your device?" select "Yes"
4. When prompted with "Dropbox can be installed without administrator privileges. Continue?" select "Yes"
5. When the installer finishes, you will see the Dropbox icon on your desktop.

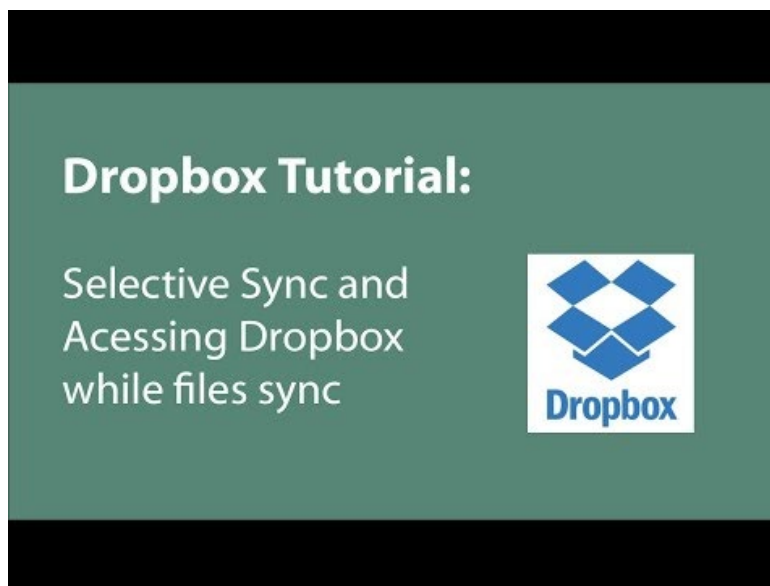
**If you prefer a video tutorial, [this YouTube video](#) describes steps 1-5 of how to download Dropbox.*

6. Click the Dropbox icon, it will open and ask you to log in. **Do not create an account, or sign in using Google or a personal account. Use the following credentials to log in:**

Email: server@ecopartnersllc.com

Password: 510rF%3F46^

7. Before setting up any preferences or file sync, watch this video about how EP Carbon uses Dropbox and the sync options:



Key notes from video: Do not sync your PC files to Dropbox. This is a shared Dropbox folder, so all files can be viewed by every employee.

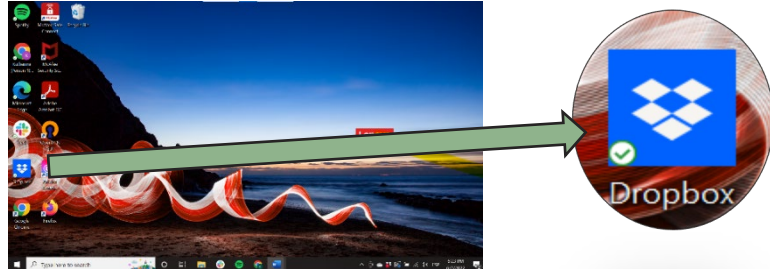
Access and share files:

Accessing Dropbox:

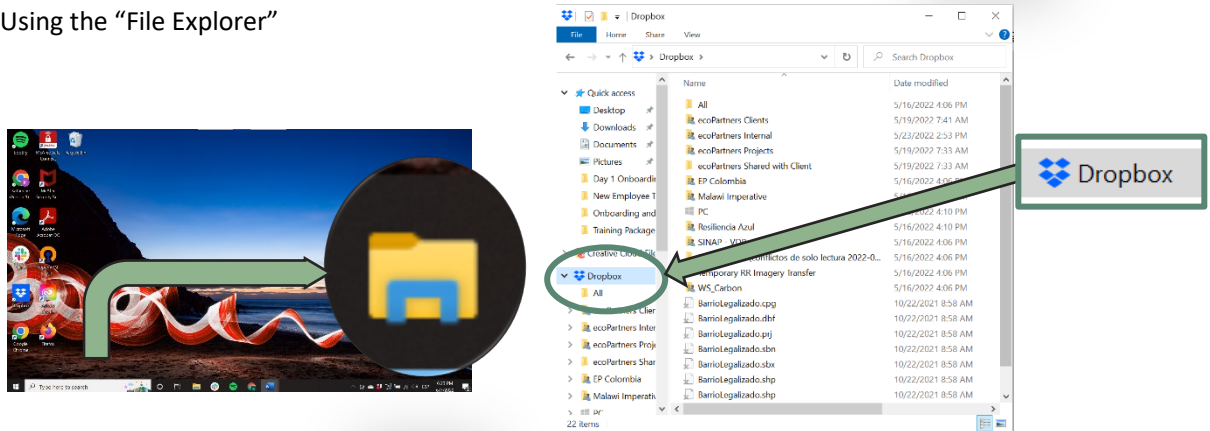
There are 3 ways to access files in Dropbox; all three ways access the same shared folders. Most staff prefer to use Dropbox on their local computer, by using method 1 or 2.

Note that using methods 1 and 2 allow files to open directly in the appropriate apps for easier editing (i.e.- a Word doc will open in Word on your computer), when using method 3, a preview will appear in a web browser, and you will have to select how to open the file.

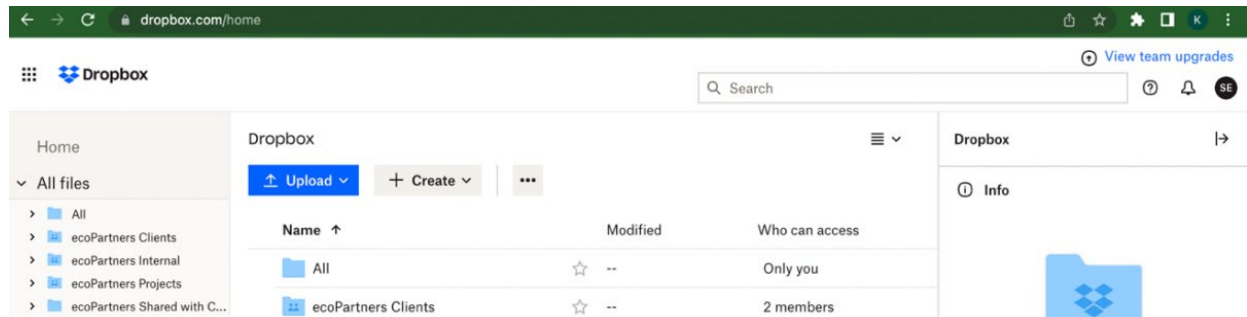
1. Using the desktop icon



2. Using the “File Explorer”



3. In a browser at dropbox.com



Sharing Files and File Locations in Dropbox:

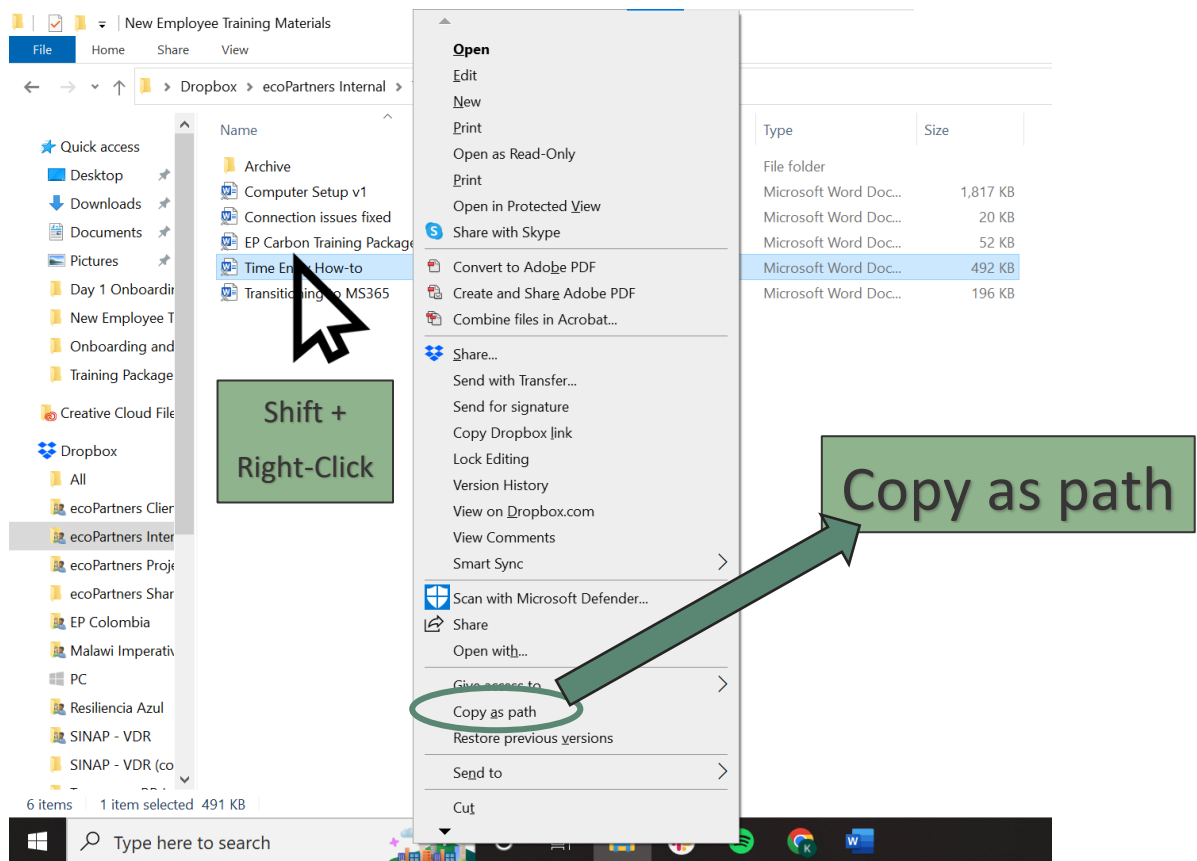
Any file that you save in any folder within the Server ecoPartners Dropbox is automatically shared with all company employees. You do not need to “add” or “share” any individuals or groups for them to have access to the files.

To share the location of a file there are two options, Option 1 is the preferred option within EP Carbon.

1. **Share the file path:** The file path is not a link, but a text description of where a file is located within the Dropbox folder hierarchy. This method is preferred because most staff use Dropbox on their local device, not in a browser, so the path will help them quickly locate and open a file without the added step of viewing a preview in a browser before opening.

To find and share a file path:

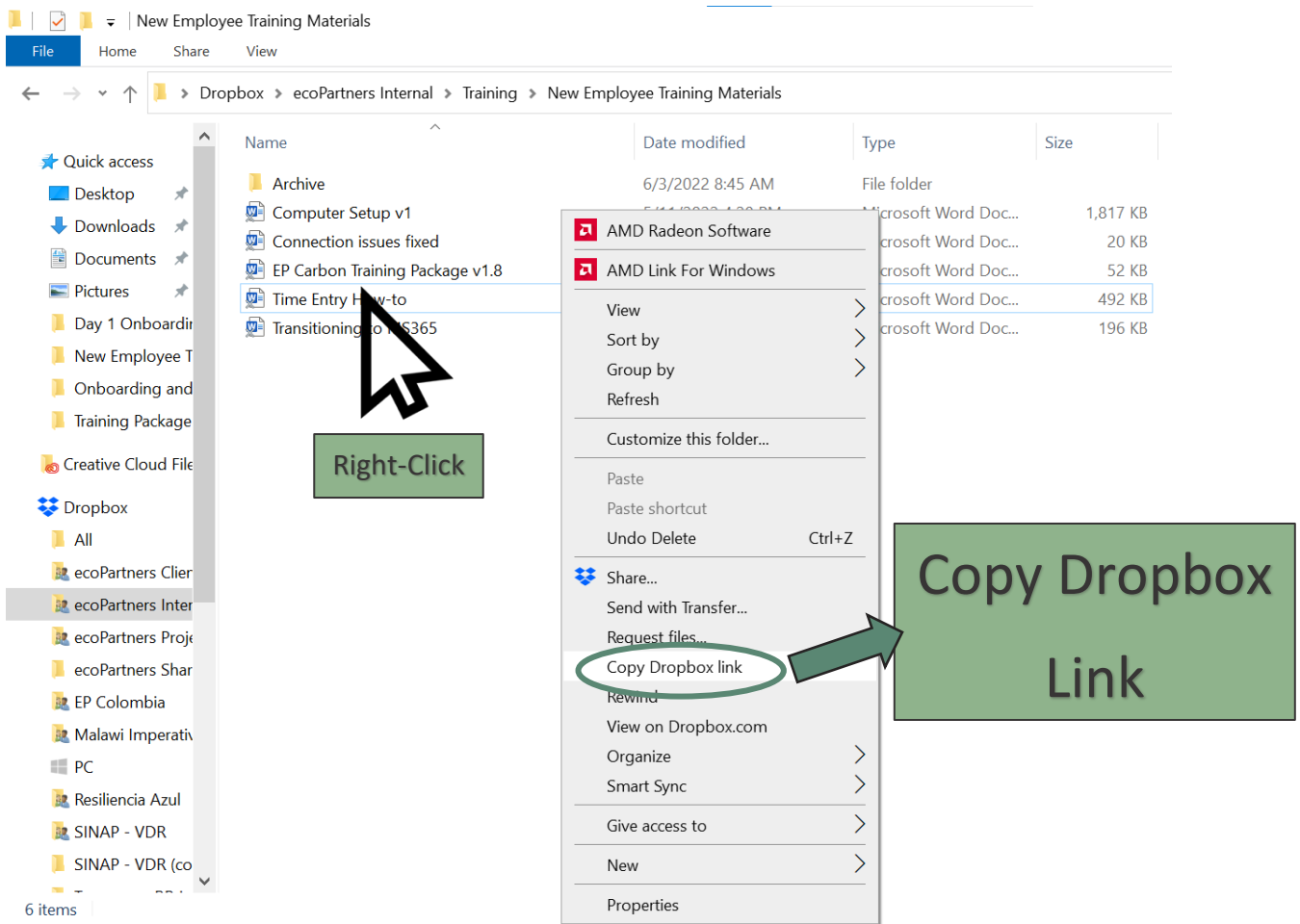
- i. Use method 1 or 2 from the “Accessing Dropbox” section to open Dropbox on your computer
- ii. Find the file you want to share
- iii. Hold the Shift key and right click on the file name
- iv. Select “Copy as path”
- v. Use Ctrl+V to paste the file path into a message or document



2. **Share the Dropbox link:** Sharing a Dropbox link allows direct access to a file, without manually opening multiple folders. Note that the Dropbox link opens the file preview in a browser, not directly on a local computer.

To share a Dropbox link:

- i. Use method 1 or 2 from the “Accessing Dropbox” section to open Dropbox on your computer
- ii. Find the file you want to share
- iii. Right click on the file name
- iv. Select “Copy Dropbox link”
- v. Use Ctrl+V to paste the link into a message or document



Onboarding Tasks

- | | |
|---|---|
| ☐ Login/activate Microsoft 365 | ☐ Set up “Selective Sync” in Dropbox |
| ☐ Download and log in to Dropbox | ☐ Review how to share files and file paths |

Slack

We use Slack as a platform to communicate instantly with team members. As a primarily remote company we rely heavily on Slack to provide instantaneous communication as well as company community. It is expected that during your work hours you have Slack open and are accessible to coworkers.

For internal, daily communication Slack is the preferred method; email is never used for quick, informal internal communication. On Slack you can message individual coworkers, project teams and any other group you choose. You can also share links and files. Below you will find instructions for how to download and begin using Slack, as well as links to tutorials on the most common uses of Slack.

Download and Log In:

- Go to this website to download the app: <https://slack.com/downloads/windows>
- Check your EP Carbon email for a Slack invite. Using the invite link you can login using your EP Carbon email address

Learn to Use Slack

As stated above, Slack is the primary method of internal communication at EP Carbon. You will be using it every day during working hours. Here are some notes and tutorials to help you get started using Slack and to understand how we use Slack at EP Carbon.

- [How to use Slack: your quick start guide](#)- This guide and video give you a quick rundown of the Slack interface
- [Conversations in Slack](#)- This video describes how channels and direct message function in Slack.
 - You will be added to all applicable channels in Slack within your first few days. Feel free to browse prior conversation to get a feel for how teams communicate.
- [Search in Slack](#)- One of the great things about Slack is that all conversations and files are available forever. You can search anything you have ever discussed in Slack, and it will be there. This video shows you how.

Introduce yourself on Slack

Now that you're up and running on Slack, take a minute to introduce yourself to everyone by sending a message to the #general channel.

We know that jumping into Slack can be a little intimidating, so here is an **optional** message for you to use to introduce yourself to everyone. Feel free to write your own intro, or simply copy, paste, and customize this message:

Hey EP Carbon! I'm [YOUR NAME]. I'm joining you as a [YOUR POSITION]. I live in [LOCATION]. My favorite thing to do when I'm not working is [FAVORITE THING], and an interesting thing about me is [COOL FACT/INTEREST/ACCOMPLISHMENT]. Looking forward to working with you all!

<i>Onboarding Tasks</i>	
☐ <i>Download and login to Slack</i>	☐ <i>Introduce yourself in the #general channel</i>

End of Section 2.C

Jump to: [Table of Contents](#) | [Checklist](#)

D: EP Carbon Specific Computer Setup

OpenVPN VPN Access

We connect to VPNs (Virtual Private Networks) for extra privacy protection. You should be connected to one of our VPNs as often as possible, and you will be required to connect to the VPNs for specific programs you use.

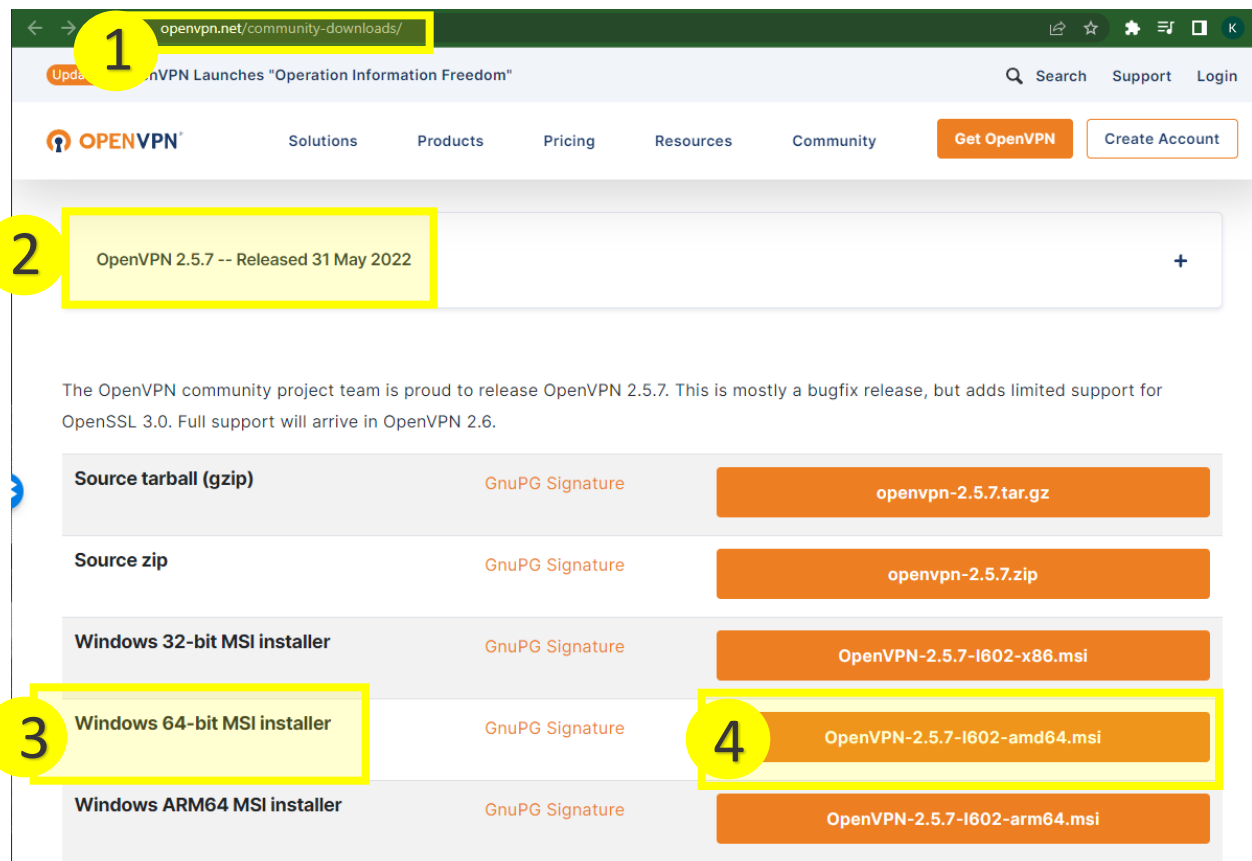
We currently have two VPNs:

- ep-berkeley** is our legacy VPN. You will need to connect to this VPN when accessing remote computers and older documents.
- ep-cloud** is our new VPN. You should remain connected to this VPN as often as possible, and you will need to be connected to this VPN to access Workplace for payroll time entry.

To begin using the VPNs, follow the instructions below. After you have installed the OpenVPN program, there is a video tutorial to guide you in opening the connections.

Download and install OpenVPN:

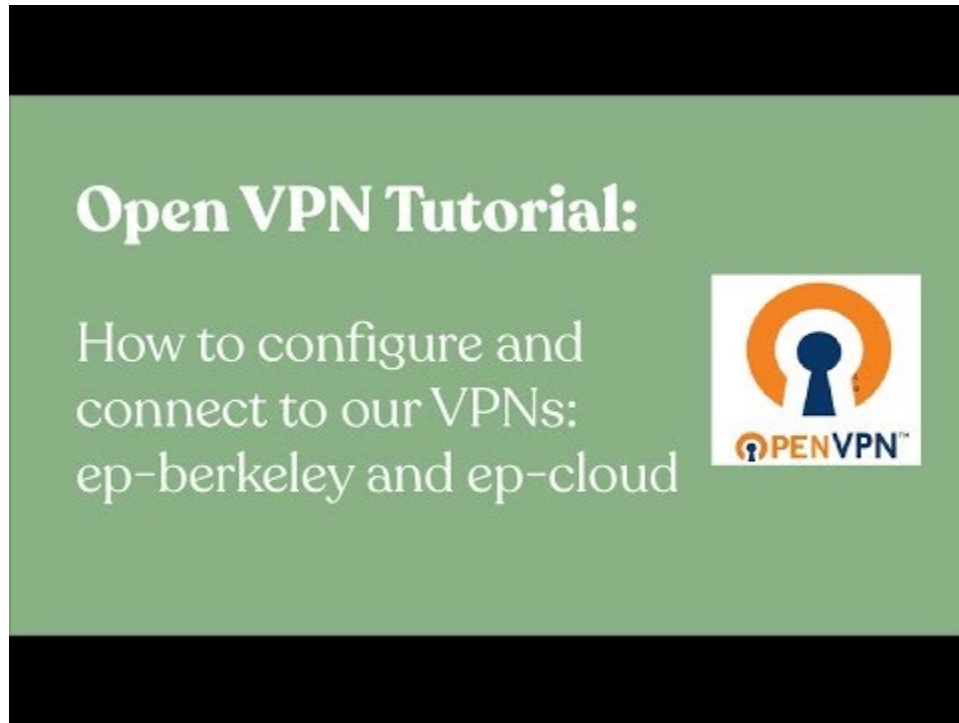
- Go to: <https://openvpn.net/community-downloads/>
- Select the most current version (as of 6.8.2022 the version was 2.5.7, but the most recent version will automatically display.)
- Select "Windows 64-bit MSI installer"
- Click the orange button to begin download



The screenshot shows the OpenVPN community downloads page. The URL bar is highlighted with a yellow box and a red circle containing the number 1. The page title is "OpenVPN 2.5.7 -- Released 31 May 2022", which is also highlighted with a yellow box and a red circle containing the number 2. Below the title, there is a paragraph of text. Below that, there is a table of download links. The table has three columns: "Source", "GnuPG Signature", and "Download". The rows are: "Source tarball (gzip)", "Source zip", "Windows 32-bit MSI installer", "Windows 64-bit MSI installer", and "Windows ARM64 MSI installer". The "Windows 64-bit MSI installer" row is highlighted with a yellow box and a red circle containing the number 3. The download link for this row, "OpenVPN-2.5.7-I602-amd64.msi", is highlighted with a yellow box and a red circle containing the number 4.

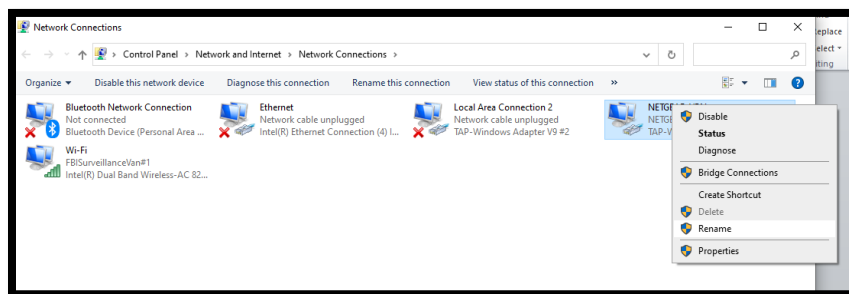
Source	GnuPG Signature	Download
Source tarball (gzip)	GnuPG Signature	openvpn-2.5.7.tar.gz
Source zip	GnuPG Signature	openvpn-2.5.7.zip
Windows 32-bit MSI installer	GnuPG Signature	OpenVPN-2.5.7-I602-x86.msi
Windows 64-bit MSI installer	GnuPG Signature	OpenVPN-2.5.7-I602-amd64.msi
Windows ARM64 MSI installer	GnuPG Signature	OpenVPN-2.5.7-I602-arm64.msi

Now you're ready to connect to the VPNs. The instructions below for opening and connecting to the VPNs can be a bit confusing. This video tutorial takes you through them step-by-step:

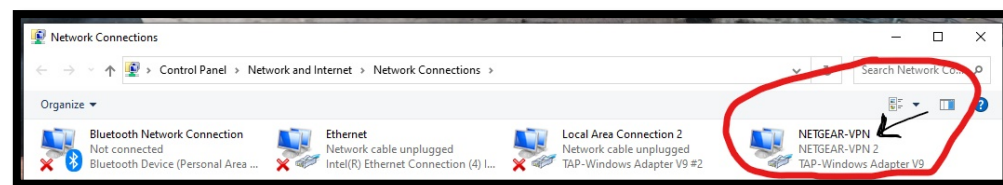


Open VPN ep-berkeley

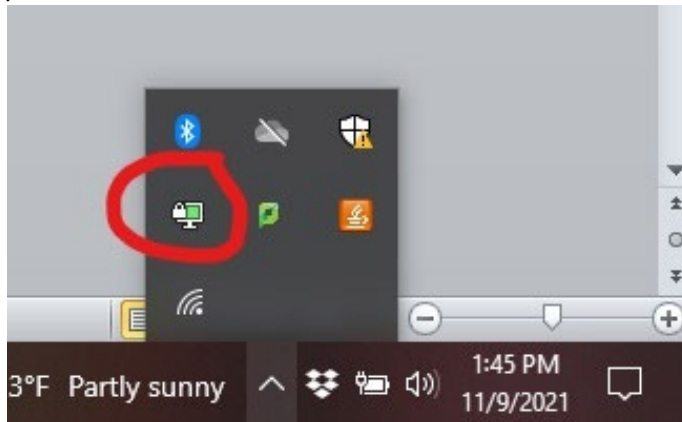
1. Copy all files in the ecoPartners Internal\NET-GEAR VPN folder to directory to C:\Program Files\OpenVPN\config
2. Navigate to Control Panel\Network and Internet > Network and Sharing Center
 - a. On the lefthand side, click Change adapter settings
3. Right click the TAP-Windows Adapter V9 connection (circled in red), and click Rename.



4. Rename this connection NETGEAR-VPN. When done, it should look like this:



5. Launch OpenVPN from start menu (you can type in the search bar to search for this program if needed). Likely nothing will happen after it launches.
6. Connect to the VPN using the icon on the task bar on bottom of screen.
 - a. Double click the computer icon with a lock next to it (as circled in red below) –
 - i. If nothing happens when you double click the icon, you may have to Right Click the icon > select Import File and navigate to C: Program files/OpenVPN/config / ep-berkeley



- b. You will know when you are connected when the computer icon fills green. If it is not fully connected, it will show yellow (in process, or encountered issue) or no color.

You will need this old OpenVPN ep-berkeley connection for a **legacy** few things, including:

- access to remote desktop computers and the chicken computer
- limited network resources (most existing data will be copied to the ep-cloud for safekeeping)

OpenVPN ep-cloud Connection

1. To access our new network resources in the cloud, including Workplace, please find the OpenVPN GUI icon in your system tray (it's an icon of a padlock superimposed on an icon of a computer). Right-click the icon and select Import file...
2. Navigate to and select "Dropbox\ecoPartners Internal\AZURE-VPN\ep-cloud.ovpn" The file should successfully load.
3. Connect to the cloud by right-clicking the OpenVPN GUI icon, selecting ep-cloud and then Connect
4. When prompted for the password, enter **ecoc@rbon**

You will need this OpenVPN ep-cloud connection for **most of your work**, including:

- Workplace
- arc license server
- network storage

Downloading EP Carbon Fonts and Style

We use EP Carbon fonts and style in Word to create a professional and official work product that we can share with clients and other external stakeholders. These fonts and style are different than the defaults in Microsoft office and need to be added manually.

Instructions are below, there is also a video tutorial available:



Add Fonts

1. Open Template folder
 - a. Dropbox\ecoPartners Internal\Templates and Costings\EP Carbon New Templates\EP Carbon Template Fonts and Theme\Fonts
2. [Ctrl + A] to highlight all
3. Right click "Install"

Import Style

1. Open Microsoft Word
2. Go to Design tab
3. Click on Themes in the left-hand corner
4. Click Browse for Themes
5. Find EP Carbon Theme here:
 - a. Dropbox\ecoPartners Internal\Templates and Costings\EP Carbon New Templates\EP Carbon Template Fonts\EP Carbon Theme.thmx

<i>Onboarding Tasks</i>	
☐ <i>Download and install OpenVPN</i>	☐ <i>Add EP Carbon Fonts</i>
☐ <i>Configure the ep-berkeley connection</i>	☐ <i>Import EP Carbon Style</i>
☐ <i>Configure the ep-cloud connection</i>	

End of Section 2.D

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E: Technical Team Downloads

This section only applies to you if you are on a technical team, **if you are not on a technical team, please skip this section.** If you are unsure, please reach out to Sammy via Slack.

Zotero

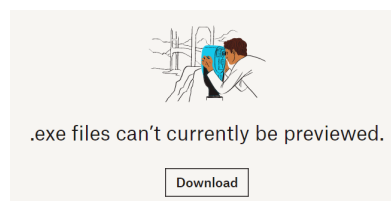
We use Zotero as resource citation software. You can sign up for a free account with your EP email address at <https://www.zotero.org/>. There is also a convenient add-on feature for Microsoft Word that should automatically install when you open Zotero, but if it doesn't use [the instructions here](#) to manually install.

We currently have a few view-only Zotero libraries linked in the "[Location Specific Resources](#)" folder within the Dropbox Training folder, Dropbox\ecoPartners Internal\Training\Workshops and Trainings\Location Specific Resources. Using these links, you can view the file collections others have created in Zotero and use them as resources.

To edit and view more of the EP team's resources, you must be invited by the admin to each project's Zotero group where resources and citations are stored. You will be invited Zotero libraries as needed.

Install and Configure ArcGIS

1. Locate the ArcGIS 10.6 installer files in Dropbox via the file browser or online:
 - a. [Dropbox\ecoPartners Internal\Programs\ArcMap 10.6\ArcGIS Desktop 1061 163864.exe](#)
 - b. Double click the file to begin file extraction and launch the Desktop Installer
 - i. Note: If you access the file via Dropbox on the web you will see the message below. Use the download button to download the file, then double click the downloaded file to launch.

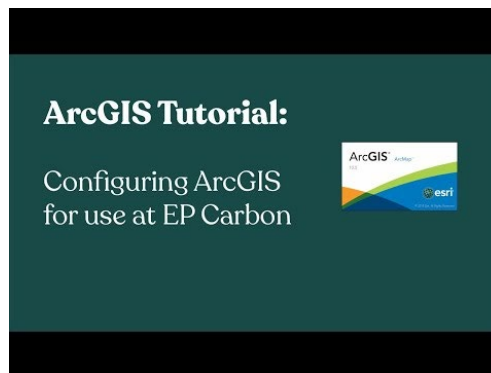


- c. Run the ArcGIS Desktop installer on your computer.
2. When downloading, choose Basic (ArcView) Concurrent Use.

Once you have installed ArcGIS Desktop, proceed to the configuration step below:

Connecting to our License Server

Instructions are below, there is also a video tutorial available:



You must be on the ep-cloud VPN to connect to our Arc Server

1. Connect to ep-cloud VPN (VPN instructions are on page 20)
2. Open ArcGIS Administrator on your computer, click on desktop folder icon, left side of dialog
3. Right side of dialog, Change... the License Manager to 10.0.0.4

Accessing ArcGIS Desktop

From now on, to use ArcGIS Desktop, you only need to:

1. Connect to the ep-cloud VPN
2. Launch ArcMap

**Note: We have a limited number of Arc licenses and share them across our staff. You may get a message that says that all licenses are in use. If so, you should post in the general channel on Slack asking if anyone is holding on to an arc license that they aren't using at the moment. Reasons a license might still be open are:*

- a. *Someone forgets to close out.*
- b. *Someone's computer kept Arc running in the background even after close out, so people should check their Task Manager (via Ctrl +Alt +Delete) and look for Arc programs that might be running.*

If a license was running and they close it out via either method, a license should free up and you should be able to launch ArcMap.

Additional Downloads

These are downloads you may potentially need, but **don't need to install until someone asks you to do so.**

ArcGIS 10.0

1. "W:\Internal\Programs\ArcGIS_Desktop10_122519\DotNet35\dotnetfx35sp1.exe"
2. "W:\Internal\Programs\ArcGIS_Desktop10_122519\Desktop\setup.exe"
3. "W:\Internal\Programs\ArcGIS_Desktop10_122519\ServicePatches\ArcGISDesktop10sp3.msp"
4. "W:\Internal\Programs\ArcGIS_Desktop10_122519\ServicePatches\ArcGISDesktop10sp5.msp"

Connecting to the Chicken (kickenchicken)

Must be connected to ep-Berkeley VPN

Use the app Remote Desktop Connection and these credentials to access the Chicken:

- [\\kickenchicken](#)
- The credentials for the Chicken are:
 - Username: coop
 - Password: JoY71UR5YSon86o%

TightVNC

To connect to Beeznees, BrassMonkey, or 3leggedmonkey (below), you must use the TightVNC connector app instead of the Remote Desktop app.

- Follow this link to download the TightVNC app: <https://www.tightvnc.com/>
 - Select the 64bit option (or 32-bit if you have 32)
 - This info can be found by searching for “System” in your computer search function and selecting System Information. Look for System Type in the Item column.
- Also, when trying to connect to these computers, make sure you are also connected to the ep-berkeley VPN.

BEEZKNEEZ

The BeezKneez is one of our desktops in the office available for anyone that needs it. It has recently been booted clean so it may not have all the files and tools that most of our computers have. This computer must be accessed through [TightVNC](#) and only when you are connected to the VPN. The credentials for this computer are:

Computer: beezkneez

Password: 0DtQiPAe

BRASSMONKEY

Like BeezKneez, this is an office desktop available to anyone that needs it. It has many more of the files and programs that we typically use. Just like the BeezKneez, this computer is only accessible through TightVNC when you are on the VPN. The credentials are as follows:

Computer: brassmonkey

Password: cuBRG4YH

3LEGGEDMONKEY

The 3LeggedMonkey is Kyle's old desktop, set up in the office, upstairs on the far right. Our internal classifier software runs on this machine. This computer must be accessed through TightVNC and only when you are connected to the VPN. The credentials for this computer are:

Computer: 3leggedmonkey

<i>Onboarding Tasks</i>	
☐ <i>Download Zotero</i>	☐ <i>Install ArcGIS</i>
☐ <i>Create account for Zotero</i>	

End of Section 2.E

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Section 3: Sexual Harassment Prevention Training

About the training:

California law (Government Code section 12950.1) requires that all employers of 5 or more employees provide training to their employees regarding sexual harassment and abusive conduct prevention. Every two years, non-supervisory employees must receive 1 hour of training and supervisors must receive 2 hours of training. An employer is required to train its California-based employees so long as it employs 5 or more employees anywhere, even if they do not work at the same location and even if not all of them work or reside in California.

You will complete this training as part of your Day 1 onboarding and will re-train every two years.

Access the training:

Follow this link and the onscreen prompts to complete the training (1 hour for nonsupervisory roles and 2 hours for supervisory roles): <http://www.dfeh.ca.gov/shpt/>

Certificate Submission

- Upon completion of the training, a certificate document will pop up
 - Download and save this certificate by choosing the “Print” option then “Save as PDF”
 - After saving the certificate to your computer, add the file to the shared Dropbox using the following instructions:
1. Using your File Explorer navigate to: Dropbox\ecoPartners Internal\Training\Sexual Harassment Prevention\Certificates of Completion, or use [this link](#) to access the folder via Dropbox on the web
 2. Rename the file so your name is included in the file name
 3. Drag and drop the certificate file into the “Certificates of Completion” folder
- When your certificated is saved, send a Slack message to Katherine Lambert informing her you have completed the training and saved your certificate to Dropbox.

Onboarding Tasks	
☐ Complete Sexual Harassment Prevention Training	☐ Send a Slack message to Katherine Lambert informing her about the training completion and certificate submission
☐ Submit Sexual Harassment Prevention Training Certificate	

End of Section 3

END OF DAY 1

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