

iEducate On-Boarding Checklist

Welcome to iEducate! We are so happy to have you with us. We know that preparing for a new job can be overwhelming, so we created this checklist to help make sure you are more than ready for your first few weeks.



First Day of School

- Foundation Meeting with Teacher (10 min to 15 min) You learn by doing within the classroom.
- Prepare your About Me Slide for Students or a note card to prepare you to introduce yourself to the students

On-Boarding Paperwork and Accounts

- Create Your Deputy Account
- Complete TriCore Forms (HR Paperwork)

Communication

- Join your Remind Groups
 - Download the Remind App iEduAlief - Alief CRMs iEduAldine- Aldine CRMs iEduHISD- HISD CRMs iEduAll - For announcements
- Follow iEducate on the Social Media platforms @iEducateUSA

Uniform

- Pick up your Polo

Make and Share Free Checklists
checkli.com

