

# Onboarding at Digital Learning + Collaboration Studio 🙌

Note: This is the general/comprehensive template for an onboarding process at the MIT Media Lab, Digital Learning + Collaboration Studio. Update it based on what's appropriate for a new team member in your org. A lot of the specific tools and instructions are specific to MIT (but you may use a different tool for the same purpose).

## Need help? 📞

- o For group-related questions, start by asking *<insert name...in our group it's the administrative assistant>*
- o For tech issues, check the *<we inserted our IT help desk site>* and/or email *<we inserted our IT help desk email>*
- o Use Slack to message teammates directly, or post to our team channels so that whoever knows an answer can respond asap.

## Getting Started

We will send you a computer (to arrive just prior to your first day if working virtually). 🖥️

- ❑ Set up your MIT LastPass account. Per the instructions *< we hyperlinked to a helpful internal website>*, you'll first have to set up Duo two-factor authentication
- ❑ Add yourself to our post-it portrait gallery wall. 🧑
- ❑ Get access/permissions for team accounts
  - ❑ Google Analytics
  - ❑ Github
  - ❑ LastPass
- ❑ Connect to Media Lab wifi 🖥️ (We inserted instructions.)

## Once your Media Lab account is activated:

- ❑ Ask to be added to Team Google Drives 🚗
- ❑ Get added to team email aliases 🧑
- ❑ Consider adding yourself to *<we inserted a lab-wide listserv>* 💡
- ❑ Share your Google Calendar / Add team Google Calendars
  - ❑ Adjust your Settings to reflect your Working Hours 🕒
  - ❑ Share your calendar with team members and ask collaborators if they'd like access *<we recommend for team members use the setting "See all event details">* 📅
  - ❑ Ask other team members to share their calendars w/ you for scheduling. 📅
  - ❑ Consider checking "Make available for The Media Lab" *<we recommend for the entire lab use the setting "See only free/busy (hide details)">* 🔍
  - ❑ Link your Google calendar to your Zoom account *<can be done easily while making an appointment, by clicking on "Add video conferencing">>* 🗣️
  - ❑ Make sure all key group and ML-wide meetings are on your calendar.
- ❑ Login to the ML website <https://media.mit.edu> using your @media account and update your profile
  - ❑ Add a profile pic! 🧑
  - ❑ Add a bio! 📄
- ❑ Confirm that you have access to **ML Insider** & explore the site
  - ❑ Check out the "Quick Links" page, in particular:
    - ❑ "Room Reservations" 🏠
    - ❑ "Manage ML email aliases" 🧑
- ❑ Sign up for the Media Lab Slack
  - ❑ Browse for these relevant channels *<we inserted our team channel names>*
  - ❑ Have someone add you to any other closed channels
    - ❑ Others we recommend *<we inserted other recommended channels>*
- ❑ Set-up your computer to print at the Lab 🖨️
  - ❑ You must be connected to ML wifi to print!
  - ❑ Closest printers *<we inserted the printer names>*
  - ❑ Full list of printers *<we inserted a link to a list>*
  - ❑ Set-up instructions *<we inserted a link to instructions>*

- Set up your Zoom account
  - Add a photo to your profile
  - Retrieve your Personal Meeting ID and Personal Link
  - Connect to your Google Calendar using “Calendar and Contacts Integration”

## Important!

- Meet with HR representative to fill out I-9 forms and order ID
  - Sign up for benefits!
  - Learn how to report your hours, vacation, and sick time on Atlas
  - Set up your direct deposit

## Within the first month:

- Make your "Human User Guide" & review existing team guides 😊
  - Good conversation topic for 1-1s (*if you want!*)
  - Use this template <we inserted a link>

## Time to meet!

- Set up first 1-1s with HUGs over coffee/tea with each member of the team ☕🍪🍪☕
- Set up first 1-1s with collaborators and other key contacts in other departments or external organizations you will work closely with on projects
- Set up weekly 1-1s
- If part-time, establish expected working hours ⌚
- Order business cards <we inserted instructions>

## Learn...

- Learn how to edit the ML website, including adding events, blog posts, project pages, people pages <we inserted link to Communications resource pages on how to update website>
- Check out the Learning Center on Atlas for online classes to learn new skills!

## As soon as time permits, but not as urgent:

- Set up some time to chat with others about accessing the following tools:
  - Discussion Forum (Discourse) 🧑
  - Activity Wiki (Notion) 🗂️
  - Website (Ghost) 👻
  - Database (AirTable) 🗄️

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## Pay it forward:

- Improve this onboarding checklist & make a fresh/clean copy for our next hire.
- Reach out to the next new hire on your team and share tips, offer to answer questions 😊
  - Some improvements suggested by our most recent new hires:
    - Note / small swag/token to say “welcome” at desk or virtual office (MIT shirt, mug, cloth bag?) 🛍️👕
    - Welcome lunch/coffee in new hire’s honor (*virtual on Zoom*) 🍕
    - Send an email out to organization introducing new person 🎉