

HOW TO SIGN UP FOR 'WORKPLACE'



WHAT IS WORKPLACE?

WDHS has adopted using 'Workplace' to communicate important updates with staff outside of the network when you have no access to your emails or the Intranet. You can visit Workplace on your computer or phone or download the App

HOW DO I JOIN?

You can either visit the Workplace website and enter your 'Work' email and you will be sent a confirmation email or you can be invited by another 'WDHS Workplace member' via an email. Click on the link in the confirmation email and create a secure password. You will need to be at work to get your confirmation email



WDHS EMAIL



WHAT HAPPENS NEXT?

After you have confirmed your work email in Workplace you will be able to use a computer at home, work or use the app on your phone to access 'Workplace'
Not yet received the email from Workplace? Ensure you have not used your personal email

WHAT NEWS WILL I RECEIVE?

By signing up you will receive all the latest All Staff memos, Staff bulletins, newest education events and an opportunity to watch the staff briefings live or past recordings. If your department has a Workplace group you can also ask to join the group and receive the latest department updates



KEY POINTS

- Ensure you have read the Internet Usage policy to familiarise yourself with the expectations when using any websites at work or as a staff member
- All comments on All Staff pages are visible to all staff
- All pages are monitored. Department groups are moderated by the Department Head
- You cannot access the Intranet or your emails from home

MORE INFORMATION

If you have any questions please contact Community Liaison on ext. 18540 or Bianca Todd on ext 18338

