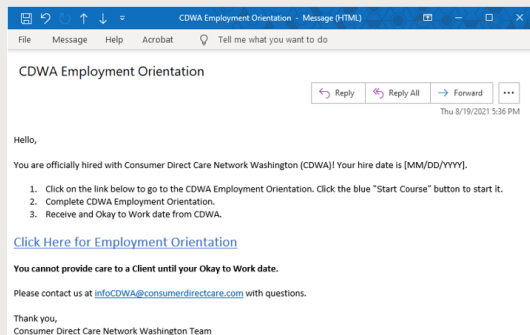


How to Access IP Orientation

In Workday

Once **your DocuSign documents have been completed**, you can start the IP Orientation training in Workday.

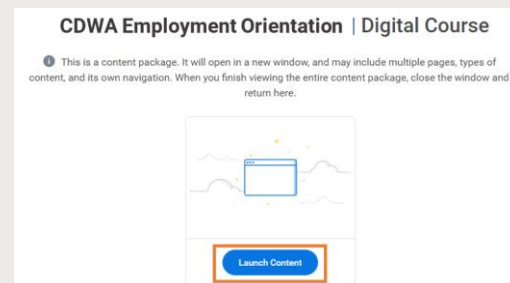
1. Open the email in your **email inbox (it will be sent to the email that is on file in Workday)**. Read the instructions and click the Employment Orientation link.



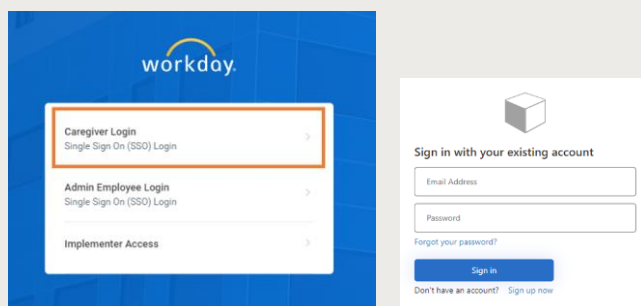
3. Once on the **course** training page in Workday, click the Start Course button.



Then click the Launch Content button.



2. On the Workday Login page, click the Caregiver Login option. Use the same email and password as the DirectMyCare web portal to login to Workday.



** NOTE: after clicking Launch Content, you may be notified that the course popup was blocked. If this occurs, click the Launch Course button to begin.*

