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

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