

Welcome to Staff Hub and Document Central

Introduction

Inclusion Melbourne uses SharePoint online in Microsoft Office 365 to create 'team sites/ online portals' to share information.

The **Staff Hub** includes latest news items, service calendars, contact information and quick links to most used websites.

Document Central is the repository for all Inclusion Melbourne quality documents, including policies and procedures, forms, publications etc and is accessible from the Staff Hub (or home page)

Your Responsibilities

Inclusion Melbourne has many policies and procedures.

Inside your welcome pack, there's a list of policies and procedures that you *must* read within the first three months of your employment with us.

These policies and procedures are considered *essential* to your role and must be fully understood. If you have any questions relating to these policies and procedures after you've read them, please contact your team leader/supervisor or manager who will be able to respond to your queries.

Access Document Central

- You will be sent an email inviting you to access the Staff Hub and Document Central. One e-mail will contain a username and password for you to log in.

A user account has been created or modified

User name: jimmy.dsp@inclusionmelb.onmicrosoft.com
Temporary password: **Rak14333**

Here's what to do next:

- Share this information with your users.
- Once they've signed in with their temporary password, they can create their own by following the instructions on the sign in page.

[Sign in to Office 365](#)

You will also receive two e-mail which share access links to Staff Hub and Document Central.



Here's the site that Stephen Wheeler shared with you.

Go to [Document Central](#)

Follow this site to get updates in your newsfeed.

 Get the SharePoint mobile app!

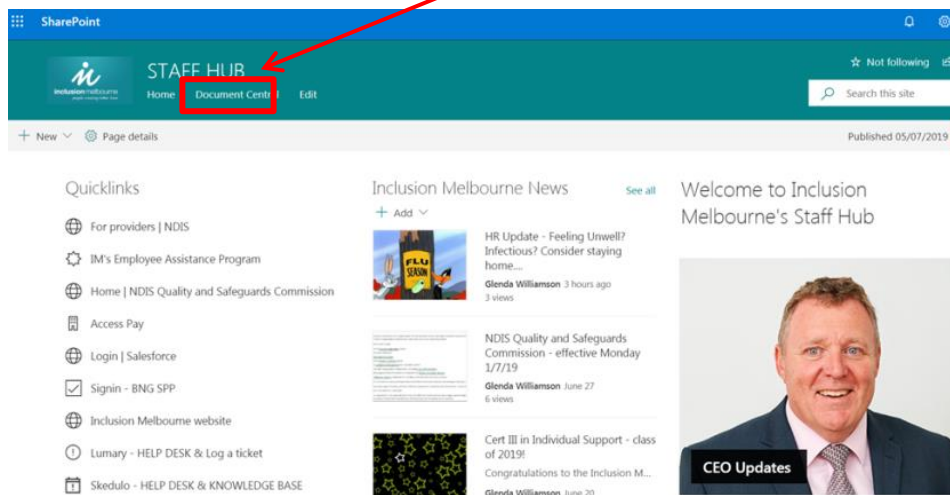
Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.
<http://www.mailguard.com.au/mg>

[Report this message as spam](#)

- Click on the links in these emails. If prompted to log-in, use the username and password supplied in the previous-email.
- Access

Using Document Central

- Access via the tab at the top of the Staff Hub



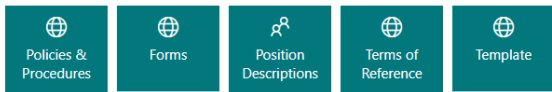
- On the Document Central page, scroll down to the mandatory reading's quick links.

Welcome to Document Central.

All approved policies, procedures, forms and other quality controlled documents are uploaded onto this site after authorisation by Inclusion Melbourne Managers.

A document printed from this portal is no longer a controlled document.

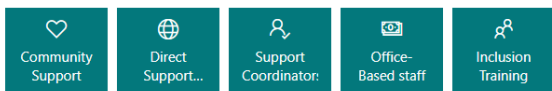
Document Type quick links



Department quick links

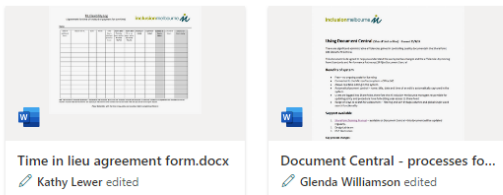


Mandatory Readings quick links



- Select the quick link linked to your role. For example, if you are a new Direct Support Professional, select the 'Direct Support Professional' quick link.
- You now have access to all mandatory documents you are expected to read. To open, simply double an entry as seen in yellow below.

Document Central > Mandatory reading - DSP Staff



Document Type	Document Title	Name	Department	Document Owner	Modified	Modified By
Policy and Procedures	Code of Conduct Policy & Procedure	Code-of-Conduct policy and procedure.docx	Human Resource & Admin		26/05/2020 11:58 PM	Stephen
Policy and Procedures	Conditions of Employment	Conditions of Employment.docx	Human Resource & Admin	Kathy Lewer	24/05/2020 10:16 AM	Kathy Le

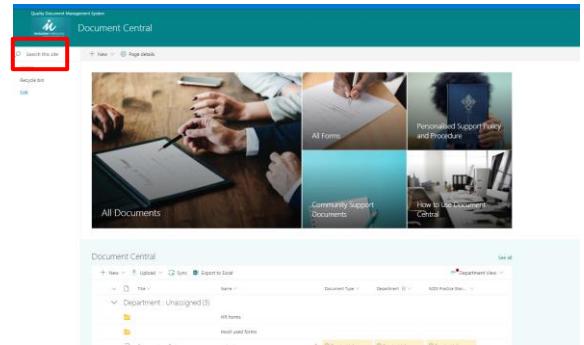
Alternatively, you can use the 'search' function to find specific documents.

Search

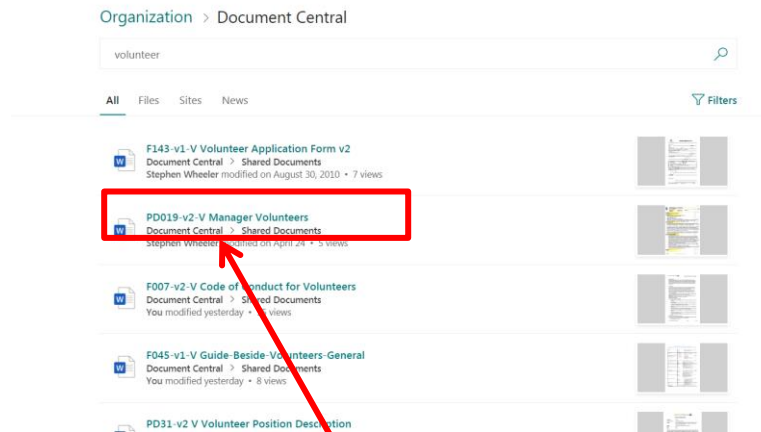
- Go to the SEARCH BAR or SEARCH THIS SITE and type in the document you are looking for AND press ENTER on your keyboard

Flyer - The Document is uncontrolled when printed

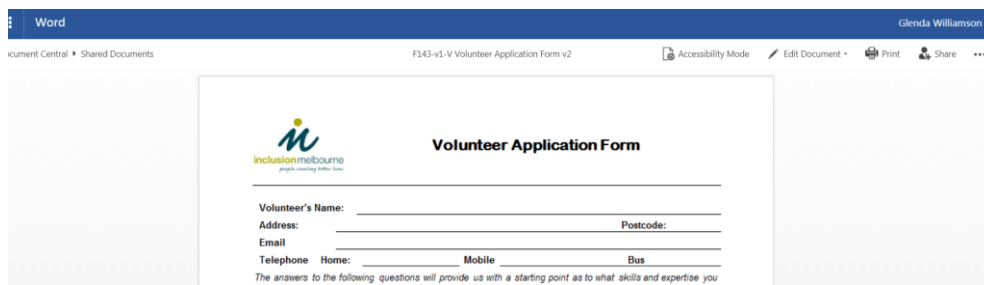




- A search list of documents will appear



- **Double** click on the DOCUMENTTITLE to open the document



- Read the document on screen

Contact

If you have any questions about access or using Document Central and the Staff Hub contact Stephen Wheeler at Stephen.Wheeler@inclusion.melbourne OR admin@inclusion.melbourne

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