**INSTRUCTIONS:** This document serves as a guide to assist you with completing your onboarding paperwork, enrollment, and system access.

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Dawson County Website: <a href="http://www.dawsoncountyschools.org">www.dawsoncountyschools.org</a></td>
<td>Review information that will be helpful to you and enable you to begin contributing right away (Employee Handbook, School Calendar, Employee Benefits, etc.)</td>
</tr>
</tbody>
</table>
| Confirm your position details (e.g. salary, job expectations) | This information will be included on one or more of the following documents:  
  - Teaching Contract of Employment  
  - Job Description  
  - Estimated/Projected Salary |
| Complete New Hire Forms in SoftDocs | After you complete the New Hire Registration form, you will receive an email from SoftDocs to include username and password. Once logged in, the following forms are to be completed and submitted:  
  - I-9  
  - Oath of Allegiance  
  - Lawful Presence  
  - Direct Deposit Sign Up  
  - Emergency Contact  
  - GA New Hire Reporting |
| Book an online appointment with Human Resources within the first **THREE** days of your employment date. Note: This is required for teachers that do not attend the New Teacher Orientation at the beginning of the school year; and all other employees. | To book an online appointment, refer to the Onboarding section on the New Employee website at: [http://dawsoncountyschools.org/for_staff](http://dawsoncountyschools.org/for_staff)  
Please bring the following items with you to your appointment/orientation:  
  - Two Forms of Valid Government Issued ID (see I-9 Document)  
  - Routing & Account Number for Direct Deposit  
  - Employee Handbook Acknowledgement Form |
| Benefits Election: Book an online appointment with the Benefits Department within the first **THREE** days of your employment date. | You can enroll within 31 days of your employment OR your benefits eligibility date. Benefits are effective on the first day of the month following your start date. |
| Login to your computer and email account | Within 24 to 48 hours of Board Approval, you will have access to log into your Dawson County email account and other systems (PowerSchool, Schoology, Classworks).  
**EMAIL ACCOUNT:** We use Google for email. To access your email, go to [www.gmail.com](http://www.gmail.com) and type in your **username@dawson.k12.ga.us** and your password. The username format is firstname.lastname. If you have a name longer than 20 characters, letters will be truncated from the end to create a username that is 20 characters. Your initial password will be Dawson17  
**COMPUTER LOGIN:** The first time you log in to a computer on the school system’s network, use **dawson2015** for the password. You will be required to change your password at the initial login. |

If you have any questions regarding your new hire paperwork, please contact the Human Resources or Payroll Department at 706-265-3246