



Dear New Intermountain Health Caregiver,

We're excited that you've joined Intermountain! This letter will provide you with some information to complete your orientation from home!

Step 1: Setup your Master Account- You will receive an email (to your personal email address) on Friday afternoon before your start date. This email will have all of the information you need to setup your master account using the Welcome Toolkit.

Step 2: Complete Welcome Resource Guide- Once you are setup with a master account and PingID, you will need to complete the Welcome Resource Guide which is assigned to you in Workday Learning or you can go [HERE](#).

Step 3: Learn more and complete assigned tasks- Use the Intermountain Welcome page to learn more about resources and check off items on your task list. You can access this page by clicking [HERE](#). This page will serve as your one stop shop for all your onboarding needs.

For additional questions, please reach out to mycareer@imail.org