



Australian  
National  
University



REMOTE ONBOARDING  
INFORMATION GUIDE

Human  
Resources  
Division

This document provides links to useful resources for remote onboarding of new staff.

The HR Culture and Development team is available to provide support with remote onboarding if needed, by emailing [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au).

## HANDBOOK AND CHECKLIST

The Induction Checklists for Academic and Professional Staff provide a useful guide to the onboarding process, although for staff working remotely some activities (such as obtaining a parking permit) will not be relevant.

Where the checklist references face-to-face meetings between the new staff member and their supervisor or meet-and-greets with the team and stakeholders, these can be done using Zoom, Teams or a similar platform.

A link to the full Induction Guide for Supervisors is here:

<https://services.anu.edu.au/files/guidance/HR180923%20Induction%20Booklet%20November%202019.pdf>.

Also below are the individual checklists for Academic and Professional staff.

Professional Staff:

<https://services.anu.edu.au/files/guidance/HR%20Induction%20Checklist%20Professional.pdf>

Academic Staff:

<https://services.anu.edu.au/files/guidance/HR%20Induction%20Checklist%20Academic.pdf>

## EMERGENCY CONTACT

One of the first tasks to be completed by a new starter is to log into the University's online self-service portal HORUS (<https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system>) and opt-in to receive the ANU Emergency SMS Broadcast. The Induction Checklist includes a link to complete this step. HORUS is also used to apply for leave, access payslips, review personal information, register for courses and manage delegations.

New staff should also download and install the [ANUOK App](#) on their phone, as this app is used for updates or urgent communications to all staff.

## COVID-19 INFORMATION

The [COVID-19 advice](#) page provides up-to-date information about the wide range of actions being taken to ensure the wellbeing and welfare of the University community. This includes support available from the [Community Wellbeing Team](#) via the [ANU Helpline](#).

## ONLINE MANDATORY MODULES

The mandatory online modules for new staff are accessible via Pulse, the University's online training site. All new staff are expected to complete the following mandatory modules during probation. A link to these modules is included in the pre-commencement information sent from HR.

- Code of Conduct University
- Work Health and Safety (WHS)
- Induction Equal Opportunity
- Online Core Cultural Learning

To access Pulse online learning: <https://anu.interactiontraining.net/Central/>

## ANU NEW STAFF ORIENTATION – INTRODUCTION

Because the University's regular New Staff Welcome sessions have been suspended, it's particularly important for new staff to complete the ANU New Staff Orientation Module through Pulse: <https://anu.interactiontraining.net/Central/Course/CourseLaunch/795>. A link to this module is included in the pre-commencement communications from HR.

## ACCESS TO SHARED FILES/EMAIL

Approval for access to shared files or email accounts can be requested online through the ICT Service Desk:

[https://servicedesk.anu.edu.au/sp/?id=sc\\_cat\\_item&sys\\_id=ef17d33d4f805f004afa4c111310c7b5&sysparm\\_category=b977d6565c6df100302e38dbd43d980b](https://servicedesk.anu.edu.au/sp/?id=sc_cat_item&sys_id=ef17d33d4f805f004afa4c111310c7b5&sysparm_category=b977d6565c6df100302e38dbd43d980b) and delegate approval for this form can be obtained by email and attached to the request.

## SYSTEM ACCESS

The requirements for systems access will vary between different areas of the University. A full list of ANU systems is available here: <https://services.anu.edu.au/information-technology/software-systems> and some commonly-used systems and service areas here: <https://services.anu.edu.au/>.

Online instructions for some systems can be found using the links below:

ANU Recruit: <https://services.anu.edu.au/information-technology/software-systems/anu-recruit/anu-recruit-resources>

ERMS: <https://services.anu.edu.au/planning-governance/recordkeeping>

ES Financials: <https://services.anu.edu.au/information-technology/software-systems/es-financials>

Insight: <https://services.anu.edu.au/information-technology/software-systems/insight>

Travel approval: <https://services.anu.edu.au/information-technology/software-systems/travel-approval-form>

ARIES: <https://services.anu.edu.au/research-support/research-systems/aries-training>

HRMS: <https://services.anu.edu.au/information-technology/software-systems/hr-management-system>

Strategy Dot Zero: <https://services.anu.edu.au/information-technology/software-systems/strategydotzero>

## REMOTE ACCESS

The links below provide instructions for setting up remote working from the University, including VPN access, email and Zoom.

Downloading Global Protect: <https://services.anu.edu.au/information-technology/login-access/remote-access/download-globalprotect-for-windows-or-mac>

Connecting to VPN: <https://services.anu.edu.au/information-technology/login-access/working-remotely/connecting-to-vpn>

Accessing and logging on via the Global Protect VPN - <https://services.anu.edu.au/information-technology/login-access/remote-access/connecting-disconnecting-reconnecting-to>

Accessing share drives via the VPN: <https://services.anu.edu.au/information-technology/login-access/access-homedrive-via-the-vpn>

Accessing your email - <https://services.anu.edu.au/information-technology/email/accessing-your-email>

Microsoft Office 365 - <https://services.anu.edu.au/information-technology/software-systems/microsoft-office-365>

Accessing shared mailboxes - <https://services.anu.edu.au/information-technology/email/accessing-functional-mailboxes-in-webmail>

ANU Zoom Client - <https://services.anu.edu.au/information-technology/software-systems/anu-zoom-client>

ANU Zoom portal (to use Zoom) - <https://anu.zoom.us/>