

# Action Items

## FOR NEW STAFF TO COMPLETE

1. Claim User Name & Password Access One (day 1 from home)  
<http://AccessOne.BSWHealth.com/login.jsf>
2. Learn about your benefits (full time and part time staff) at: [bswhbenefits.com](http://bswhbenefits.com)
3. Use "Ask Alex" our fun interactive benefit plan comparison tool: [www.myalex.com/bswh/2016](http://www.myalex.com/bswh/2016)
4. Complete SecureAuth Password Self-Service (**day 2 at work behind our firewall**):  
<https://saml.sw.org/registration>
5. After completing SecureAuth you can access [myPeoplePlace.com](http://myPeoplePlace.com) from either home or work to:
  - a. Verify your Home & Mailing Address is correct / or make changes
  - b. Verify your Phone Number is correct / or make changes
  - c. Enter your Direct Deposit information
  - d. Enter your W4 Tax withholding information
  - e. Enter your Emergency Contact
  - f. Self-identify Disability and Veteran Status
6. Enroll in benefits at [myPeoplePlace.com](http://myPeoplePlace.com) **within first 30 days** (full time and part time staff).
  - a. Complete optional Succeed Health Assessment to receive a credit of \$30 per pay period towards medical premiums. [Thriveforwellness.com](http://Thriveforwellness.com)
7. Reference any orientation information on the new staff website:  
<https://www.mybaylorscottandwhite.com/info-center/learning/Pages/LN-sub-1.aspx>
8. Register your car & place parking sticker on vehicle (see HR or Security **within first 2 days**).
9. Meet with your supervisor so they can cover items on Unit Specific Orientation Checklist (**within first 5 days**). *Supervisors receive this list by email on Tuesday.*
10. Meet your supervisor & receive a copy of their Alignment goals (**within first 5 days**).
11. Complete your online learning modules (HLC) **within first 30 days**, in your department.
12. Meet with supervisor to create and enter your alignment goals (**within first 30 days**).

### Websites:

[bswhbenefits.com](http://bswhbenefits.com) (learn about benefits)

[myPeoplePlace.com](http://myPeoplePlace.com) (employee portal)

[webmail.sw.org](mailto:webmail.sw.org) (email)

[Thriveforwellness.com](http://Thriveforwellness.com) (Health Assessment)

[www.myalex.com/bswh/2016](http://www.myalex.com/bswh/2016) (interactive benefit tool)

[insite.sw.org](http://insite.sw.org) (Central Region employee website)

[mybaylorscottandwhite.com](http://mybaylorscottandwhite.com) (BSWH employee website)