



# New hire checklist

## AFTER 3 P.M. OF DAY 1

- Claim user ID and password**  
via **AccessOne** (see instructions on page 2)
- Set up Idira Identity app**  
via **Idira** (see instructions on page 2)
- Access your BSWH email**  
via **Outlook** > Sign in with User ID (UserID@BSWHealth.org)
- Confirm/update personal info**  
via **PeoplePlace** > About Me (i.e., addresses and emergency contacts)
- Activate emergency alerts**  
via **Everbridge** (medical, weather and security)
- Set up direct deposit**  
via **PeoplePlace** > Payroll > Direct Deposit
- Complete Form W-4 tax info**  
via **PeoplePlace** > Payroll > W-4 Tax Information
- Opt in for electronic Form W-2**  
via **PeoplePlace** > Payroll > W-2 Consent
- Complete assigned courses**  
via **PeoplePlace** > Learning > My Transcript (complete by applicable due dates)
- Enroll in benefits**  
via **PeoplePlace** > Benefit Details > Benefits Enrollment (if eligible, within 30 days from hire)
- Make your statement**  
via **BSWconnect** > Empowerment statement

### New hire site

For new-hire info like badging, parking and more

### PeoplePlace: 1-844-41-PLACE

For HR items like payroll, benefits, time card and more

- Portal [MyPeoplePlace.com](#)
- Resources [MyPeoplePlace.com > Info Center](#)

### BSWHealth.com/Benefits

For details on BSWH benefit offerings and vendors

### BSWHelpHub

For HR cases, technology requests and more

### BSWconnect.com

For system news, quick links



# New hire checklist

AFTER 3 P.M. OF DAY 1

CONTINUED

**Tip** ▶ For the best experience, complete these steps on a desktop or laptop instead of a mobile device.

## AccessOne activation

- Visit **AccessOne** from your browser.
- Enter **Date of Birth** (MM/DD/YYYY), press “Tab” key.
- Enter **SSN** (without dashes), press “Continue.”
- Wait for all fields to auto-populate.
- ▶ **Important: Network Account Name** is your **User ID** that is used to log into most BSWH systems. Write this down and click “Continue.”
- Enter your **Mobile Number** and your **new password**.
- Confirm password and click “Submit.”
- Read the **BSWH Confidentiality and Security Agreement** that displays and click “Accept.”
- A QR code will auto-generate. Keep this window open—you’ll need the code to complete Idira enrollment.

## Idira registration

- On your mobile device, download the **Idira Identity app** from the Google Play Store or Apple App Store.
- Open the app and select **Enroll with QR**.
- **Scan the QR code** displayed on your computer.
- Follow the on-screen prompts to finish enrolling.
- Select “Complete” when enrollment is finished.
- On your computer, click “Login” to verify your password setup.
  - Once verified, you'll see the **Idira Welcome Screen**.