

From: donotreply@dgsi.ca <donotreply@dgsi.ca>
Sent: January 1, 2019 12:01am
To: DGSi Tester <dgsitester@dgsi.ca>
Subject: Welcome to the DGSi Talent Network!



INTEQNA



Welcome to our Talent Network!

Please log in to access our online systems for onboarding documentation or timesheet submittal and approval. Instructions are as follows:

Employment Onboarding (For Applicants):

Our online onboarding system is used to complete documentation and to provide information required for your new placement:

- Using your browser, connect to <https://onboarding.mydgsi.ca>
- Your user name is dgsitester@dgsi.ca
- Your password will be dwis0ene. When you first visit the site, you will be required to reset this password to be one of your choosing.
- You will be prompted to complete any outstanding documentation required for your contract.
- If you have any questions or need assistance with onboarding documents, please contact your recruiter.

Timesheet Access (For Contractors & Client Approvers):

This portal is a web based system where you can create, manage, and approve timesheets. In addition, you will receive email reminders from the system when it's time to submit or approve these timesheets.

Contractors and Timesheet approvers, please use this system to access your online timesheet.

- Using your browser, connect to <https://login.mydgsi.ca>
- Your user name is dgsitester@dgsi.ca
- Your password will be dwis0ene. When you first visit the site, you will be required to reset this password to be one of your choosing.
- For instructions on how to use the timesheet system you can access documentation on the login portal page.

If you have any questions or need assistance logging into the site, please contact etime@mydgsi.ca

Recommended Browsers:	Windows:	Google Chrome; Firefox; Internet Explorer 10+
	MAC:	Safari