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## **Orientation for Production Assistants**

Onboarding and training for new Production Assistants.

This information is organized to introduce PA's to their role in NNELS, and provide basic training. If you have any questions about this section please contact the Production Coordinator directly.

The information on this page can also be found on the main section of the eText wiki.

- Overview of NNELS
- Job Outline and Expectations
- PA2 Division of Work
- Communication Guidelines
- Software Requirements
- Reformatting and Production 101
- Time Management and Health

## **Install Tools and Check Accounts**

Cyberduck
Microsoft Word
Wiki accounts
RT accounts
Payroll Setup

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Last update: 2022/11/02 18:50

