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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.

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

- Overview of NNELS
- Job Outline and Expectations
- Production Assistant 2 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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