SEA Onboarding Guide to Helm

If you have any questions, please reach out to Nick, nromano@sea.edu, or Lydia, lmathewson@sea.edu

Welcome to Helm, the home of all your onboarding paperwork! This guide will help lead you through the Onboarding Paperwork process on Helm.

- First, log into Helm by following the link that you received in your email telling you that an account was created for you. You will be prompted to create a new password right away.
- Once you are in Helm, go to your Profile under My Helm. Here you can see your details page, as well as the Certifications page.
    - You will need to fill out the Details page yourself, which you can do by clicking the Edit button on the top right. Fill out everything you can here. Not all sections may be relevant to you, so just fill out the ones you can.
- **To complete your onboarding paperwork, go to the <u>Compliance</u> tab and click on <u>Forms</u>. The forms you need to fill out are all prefaced by "ONBOARDING".**
- **<u>Forms you need to complete</u>:**
    - DAPI Release of Info
    - Drug and Alcohol Policies
    - Employee Record Form (Shipboard)
    - Medical Form
    - Payroll Documents
    - Personnel Handbook

- ○ Sexual Harassment Policy

Filling out a Form:
- When you open a form, first make sure to assign it to an Asset. This is a drop-down menu found on the top left of the page. Select "Shoreside".
- Fill out the questions the form asks of you. If it asks you to read an attached document, that can be found by clicking on the open book button with a (number) above it on the upper right-hand side of the page.
- To sign a form, search for your name in the menu next to the Employee Signature line. Once you click on it, you can select the blue Signatures button below it. A pop-up window will appear, and you will need to **type in your password that you use to login to Helm**.
- Finally, make sure to update your Crew Certification (if applicable). This is what turns the box in your Profile to green. To do this, just search in the box for yourself and select it.
- Hit the Finish Now button on the upper right side, and you are done.

Certificates:
- Certificates are located under your Profile on My Helm. Some of them will require files to be uploaded by you as part of the onboarding process.
- Not all of the Certificates have forms associated. Some of them require you to upload an image or a document straight to the certificate. **Any certificate that requires you to upload a file straight to it will have a (*) in the title.**
- Click on the certificate in question under that tab in your Profile. Click Attach a File and upload the one you want.