

Onboarding: Step-by-Step

Prerequisites

Enterprise Email

You get an **enterprise email** from the **IT Support Team**. This is the first contact as a new joiner, and it will be sent to your **personal email**.

Jacidi Accounts

The IT Support Team signs up your user on **Keycloak**, which opens the door to the **Jacidi World**.

Slack

At **Jacidi**, our tool for internal communication is **Slack**. Once you join the **Slack Jacidi Workspace**, you'll be able to get in touch with the whole team. Just a **Jacidi account** is required to join!

Here are some steps to install it: <https://books.jacidi.com/books/slack>

Jacidi Google Workspace

The IT Support Team will send you an invite to join the **Jacidi Google Workspace**. It is used to get a **Google Calendar** to schedule your meetings and manage an agenda. If you don't have this invite to join in your first welcome email, please reach out to the **IT Support Team** requesting the invite:

Spain: <https://jacidiworkspace.slack.com/archives/C09D8EPPCKE>

Venezuela: <https://jacidiworkspace.slack.com/archives/C08N8Q5MNP5>

Once you join to **Jacidi Google Workspace**, put this in the address bar in Google Chrome to double-check you have a Jacidi Google Calendar. Log In with your enterprise email:

<https://calendar.google.com/>

Connect Slack to Google Calendar

Use the Slack documentation to connect Slack to a Jacidi Google Calendar, so at the start of your next meeting, your Slack status will update automatically. You won't need to change it manually!

<https://slack.com/help/articles/4412365549075-Automations--Sync-your-status-with-your-calendar>

Odoo

In our Odoo portal, you'll be able to request some time off, vacation, or remote work, among others. The **IT Support Team** is responsible for creating the user.

Link: <https://portal.jacidi.com/>

Books

Books is our **documentation platform** where you can get relevant information about our internal processes. The **IT Support Team** is responsible for creating the user. You can **Log In** with your **Jacidi Account**.

Link: <https://books.jacidi.com/>

YouTrack

YouTrack is a **project management and issue tracking tool**, used by various teams (including software development, marketing, Design, and HR) to plan, manage, and track tasks. It offers features like agile boards, reporting, time tracking, and a knowledge base to help streamline workflows at Jacidi.

Take into account, when you are on the **YouTrack Log In**, please click on the **Jacidi Logo** to access with your Jacidi account. The person responsible for giving **permissions** on the specific projects in **YouTrack** is the **CPO**.

Link: <https://youtrack.jacidi.com/>

GitLab

It is used for source code management in our Software Factory, and the person responsible for creating the user is the CTO.

Link: <https://git.jacidi.com/>

NetBird

Please verify with your Leader or Manager if you need a **VPN** to get access to some **Jacidi resources**. Once they sign off on this information, proceed to the **IT Support Slack Channel** that corresponds to your time zone and request **VPN** access. Below are the steps to follow:

- Before reaching out to the **IT Support Team**, please install **NetBird**:

<http://netbird.jacidi.com/>

- Reach out to the **IT Support Team** requesting **permissions**:

Spain: <https://jacidiworkspace.slack.com/archives/C09D8EPPCKE>

Venezuela: <https://jacidiworkspace.slack.com/archives/C08N8Q5MNQ5>

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