Welcome to the HR Operations Avature portal training.

My name is Eve, and in this video you'll learn how to complete a task in the Avature Manager portal. Let's get started. Access the manager portal through the Avature tile on the MyVCCS landing page, or by clicking the link in the email you receive when a task is assigned to you. We highly suggest you bookmark the link to access it at any time. You're 'My Tasks' tile will contain tasks assigned to you for completion. To see a complete list of all pending tasks, click 'View All'. Let's walk through completing the 'Send a welcome message to the new hire' task together. Click the employee's name, then click 'Begin Task' from their profile. The task will open and the fields that you need to fill out will be marked in red.

You can edit the start date, the orientation details, and include any additional information you want in the welcome message.

Once you are done, click 'Save' and the task will be completed. The welcome message will be sent to the new hire. Return to your task list or your homepage to see that the task has been removed from your queue. Follow the same steps for any other task that you need to complete. That concludes our training on completing a task in the Avature Manager portal. Be sure to check out the other videos in the series. You'll also find additional resources on the SSC website. Contact your College HR representative or the Shared Services Center Customer Engagement team for assistance. Thanks for watching. Take care.