

Employee Induction Pack:

Your Toolbox

In here you will find everything you need to set you up for success.
Keep this handy for future reference.

grounded.

building tomorrow, together

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Logging onto the VPN

VPN Access (Accessing the server from Site or Home)

Please search for this in your search bar and pin to you task bar.
Your login details will be the same as above.



How to use DUO Mobile

Email Access (DUO) 2 Factor Authentication

To be able to access your outlook you will need to follow the below steps:

Step 1:

Download the DUO Mobile App from Google Play or the Apple App store on your mobile device.

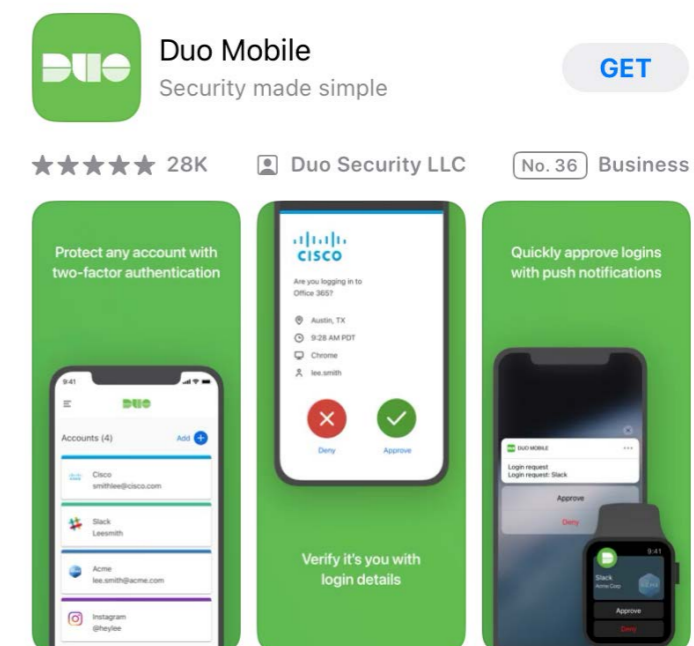
Step 2:

Call Command IT to send the text: **1300 466 866**.

An activation link will be sent via SMS to your mobile number.

You will be required to tap on the link within, and select “Open with DUO mobile.”

After this time, whenever you log into the Microsoft 365 Service under XYZ@grounded.com.au you will receive a push notification to your phone, requesting approval for the login.



Employee Referral Program

See below for how our referral program works.

1: Refer a candidate

Complete the referral form and send candidates CV to:
sf@grounded.com.au

2: Candidate Hired

Should the referred candidate's skills be suitable for the role, they will be contacted and the normal recruitment process will apply.

3: Receive your Reward

If your referred candidate successfully completes their probation period and then spends an additional 12 months with Grounded, you will receive your two rewards.



Referral Form



Available Positions