



2022 Employee Task Checklist

Use these steps to track your progress through the hiring process.
Contact your Staffing Department with any questions or assistance.

Task	Description/Directions	Completed	
Lifeguard Training	Register for Lifeguard Training on the DRD website: https://www.drdlifeguard.com		
	Part 1: SGE Online Learning This is a self-paced course on the StarGuard Elite Lifeguard Portal at https://drdpoolmanagement.lifeguardportal.com/user/login . You will receive an email to create a log in or reactivate your account from SGE. The email will be sent to the email on file. Check your spam/junk folder if you do not see it in your inbox. -Below the light blue "Online Learning" bar on the you will be enrolled in the "2021 SGE Lifeguard Blended Training - Online Learning" -Click the green "Access Course Here" button to begin. -Chrome browser works best. -You will need to allow pop ups on your browser -Do not use a mobile device. -The Digital Textbook is NOT the course.		
	Part 2: Virtual Training Virtual training is an instructor led session and will be hosted on Zoom. SGE Online Learning (Part 1) must be complete prior to attending this session. Students will receive an email with class details prior to class.		
	Part 3: In-Person Training This is an instructor led training. *SGE Online Learning (Part 1) and Virtual Training (Part 2) must be completed prior to attending. If Part 1 & Part 2 are not completed prior to In-Person Training (Part 3), DRD Employee will not be permitted to participate in In-Person Training (Part 3)		
321 Forms	You will receive an email from 321Forms containing a link for all of your employee documentation. This paperwork must be completed as soon as possible. IMPORTANT: To ensure you are paid properly, DO NOT change the username that you are assigned in your invitation email and be careful to enter your personal information accurately on all forms. The website is https://my.321forms.com .		
New Employee Orientation	All employees must complete this one-time, self-paced, online course. You will receive an invitation email to set up your account with DRDPools LearnUpon portal and complete the course: "2021 DRD New Employee Orientation" https://drdpools.learnupon.com/users/sign_in?next=%2Fdashboard		
Pool Operator Certification	If applicable to your position of hire, visit the DRD website at www.drdlifeguard.com to register for a new or renewal course. All Pool Operator licenses must be valid through Labor Day of the current season. (9/5/22)		
Time Off Requests	ALL time off requests from Opening Day (5/28/22) through June 15th need to be submitted online by May 1st. During the Employee Orientation, employees will be directed in procedures for scheduling and to submit time off requests through the online "Infinitime" tracking system.		
Facility Training and Preparation	All employees will be contacted in April/May by their supervisor/manager with dates for mandatory pre-season paid sessions including on-site facility training and skills review at their specific pool location prior to their first lifeguard shift. Employees will also be required to assist in preparing the pool for Opening Day.		
Employee Log-In Information			
Scheduling/Clock In		Training Portals	Payroll Portals
Employee ID (clocking in/out)		StarGuard ELITE Portal	321 Forms (hiring forms)
ID/Pin #:		Username:	Username:
Password #:		Password:	Password:
Infinitime (scheduling)		Comm.Coll.Balt.Co. Dundalk (Accessed only through DRD Registration Page)	HUB/Payroll
Username:		Username:	Username:
Password:		Password:	Password:
		DRD LearnUpon	
		Username:	
		Password:	