



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Y KNOWLEDGE WHEN YOU NEED IT

Exchange is your one-stop resource to gain the knowledge you need to support your work, see how your role connects to all areas of the Y Movement and engage with other staff members. New Employees are required to complete the online New Employee Orientation and Child Abuse Prevention Training.

### NEW EMPLOYEE ORIENTATION

**Making Connections**, the Y's online new employee orientation, is a first step in connecting you to the information, resources and people you need to succeed.

#### **STEP 1: REGISTER TO ACCESS EXCHANGE**

- Go to <https://yexchange.org>
- Select **Click Here to Register** toward the bottom of the page
- Fill out the form and click **NEXT**
- **FIND YOUR YMCA BY CITY/STATE:** Enter: Batavia as the City and NY as the state. Hit Find YMCA, Than Select GLOW YMCA INC. (4003C)
- **Create a password**
- Read the Posting and Use Rules
- Create MY YMCA ACCOUNT
- Click on "Click here to login" and enter your email and password.

#### **STEP 2: REGISTER FOR THE ONLINE NEW EMPLOYEE ORIENTATION**

- Click on "Learning and Career Development Center (LCDC)"
- At the bottom under "Search and Register for Classes"
- Under Course Code click on the arrow to the right, scroll down and select "New Employee Orientation" – select SEARCH
- The screen will populate with the course, click on "NEW EMPLOYEE ORIENTATION" – scroll to the bottom and select "Register for this class".
- Select NEXT – an error will pop up that the phone number is missing, select "Edit my profile" at the top and add your information. If you do not know your supervisors email address please enter [tcurtis@curtisconsultingllc.co](mailto:tcurtis@curtisconsultingllc.co) in this box. Click: "Confirm Profile"
- Select NEXT, and than again NEXT through the payment screen.
- You will come to the "Confirm Registration" Tab where "Thank you for registering" will be displayed at the top.
- Under "Next Steps" at the bottom click on "My Learning", your class information will populate, click on the class name "NEW EMPLOYEE ORIENTATION", In the middle of the page under ELEARNING Lesson Information – click on Launch next to lesson 1. (If you have trouble launching the program try using internet explorer sometimes other browsers hang up the process at this point.)

#### **STEP 3: Once you have completed the course print the certificate and provide it to your supervisor.**

#### QUESTIONS

Contact Kelly Fisher at:  
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