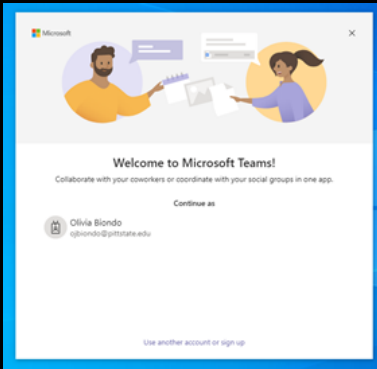
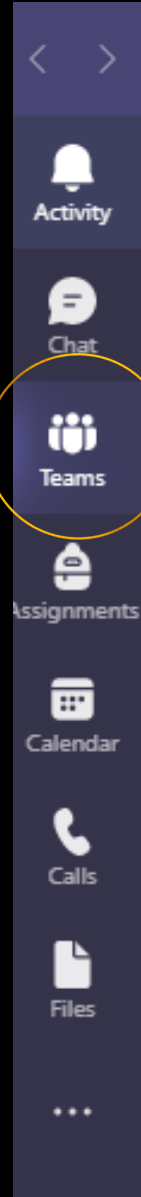


# HOW TO ACCESS THE EMPLOYMENT DATA / FIRST DESTINATION SURVEY TEAM

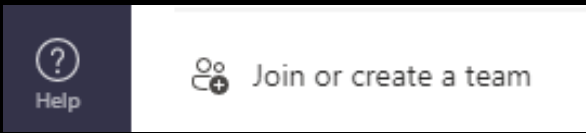
## LOGIN TO MICROSOFT TEAMS



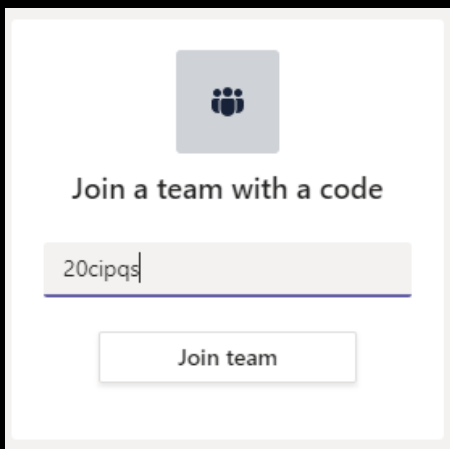
## SELECT THE TEAMS ICON ON THE LEFT



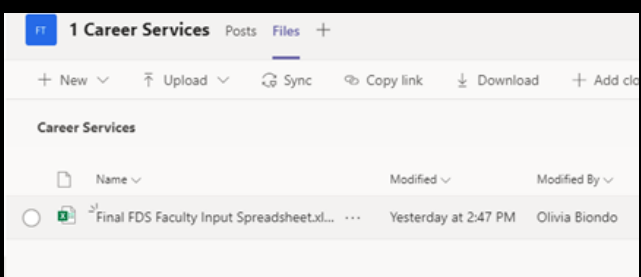
## SELECT JOIN OR CREATE A TEAM



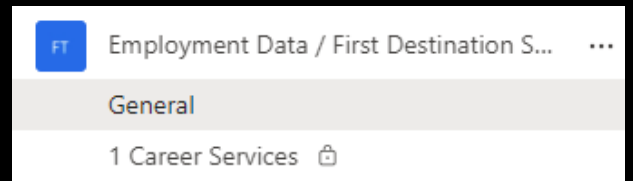
## ENTER TEAM CODE 20 CIPQS AND SELECT JOIN TEAM



## YOUR DEPARTMENT'S SPREADSHEET WILL BE POSTED UNDER YOUR DEPARTMENT CHANNEL'S FILES



CONTACT YOUR DEPARTMENT CHAIR OR CONTACT PERSON TO GAIN ACCESS TO YOUR DEPARTMENT'S CHANNEL



YOU WILL HAVE ACCESS TO THE GENERAL CHANNEL ONCE YOU JOIN THE TEAM. THIS WILL HAVE GENERAL INFORMATION AND INSTRUCTIONS.