

Onboarding – Updating Your SKG Onboarding Record

The following instructions shows how to update your SKG onboarding record.


1. Go to the SKG website – <https://www.skg.net.au/>
2. Click on SKGenius on the top right-hand side



3. Login with your email address and password



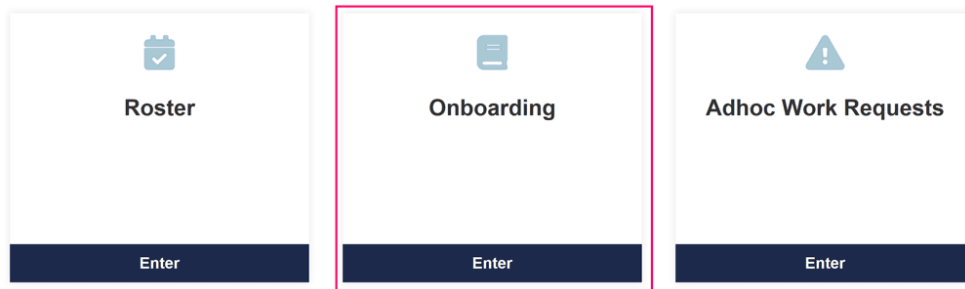
Sign in to start your session

   Remember Me

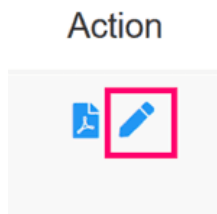
Sign In

[I forgot my password](#)

4. Click on Onboarding



5. Click on Edit



6. Go to the form and edit the corresponding record you'd like to update.

A multi-step form is shown. At the top, there are five steps labeled 'Step 1' through 'Step 5'. 'Step 1' is underlined and has a dark bar below it. A 'Save' button is located in the top right corner. The form contains the following fields:

- Staff Type:** Three radio buttons labeled 'Casual', 'Part Time', and 'Full Time'. 'Part Time' is selected.
- First Name *:** A text input field containing the text 'staff'.
- Last Name *:** A text input field containing the text '42'.
- Profile Picture:** A file upload section with a 'Choose file' button and the text 'No file chosen'.

7. Click through the final page and click Submit.

Congratulations! You have successfully updated your onboarding records.