



MYP training agenda



certified: access Level 2 support

1. introduction

- Housekeeping
- Key objectives
- Overview of myDocs

2. myDocs

- Overview of myDocs features
- Customise + manage settings (myDocs Administrator)
- Create + check in/out a document
- Integrations + manuals

3. support centre + communication

- Submit training attendance confirmation
- myHelp + myTraining
- Lodging support tickets
- Upcoming training, demonstrations + events
- eNews + social media

4. next steps

- Review settings
- Set up categories + types
- Upload your relevant documents into myDocs

5. close

- Questions + answers

