**Notes SW**

**General Login**, Suziew Pw: D4P!!

**Phone** Password D4P and all signs before?!’

**VPN Connect**, below right AOVPN user Tunnel: Connects automatically

**Sleep Mode**: CTRL + ALT + delete and then LOCK

**SAP** Suziew pw D4P!!!!

**DBS** Username: **Suzie.Wagner** Pw D4P!!!!

(Security questions, Place of Birth: B, first pets name: Trippy, Fathers First Name)

**Tribepad** suzie.wagner@eastsussex.gov.uk or suzieW and **pw** D4P!!

**Personnel & Training- Recruitment Support** Guides and Walkthrough, Team AL Flex & Training and AL (On Business Services on Teams/Calendar look for when others are off).

Fill in a request for Lucy on the form

**Optima:** login normal D4P!!!!

OUT of the office reply

Thank you for your email.

I am away from the office, returning on Friday 28 June.

I will respond to your email as soon as possible but if you need urgent help, please contact recruitmentsupport@eastsussex.gov.uk

Many thanks,

Kind Regards,

Answering to phone Good Morning, Recruitment Team, this is Suzie. How can I help?