

Required Training in TheHUB for Associates
Updated: October 22, 2015

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How to access TheHUB

Access TheHUB from the Quick Links page on TheWIRE:

<https://thewire.compucom.com/associateservices/Pages/QuickLinks.aspx>

If you have questions or have trouble accessing TheHUB, e-mail TM-099-TheHub@compucom.com or contact CSD@CompuCom.com.

Types of Required Training

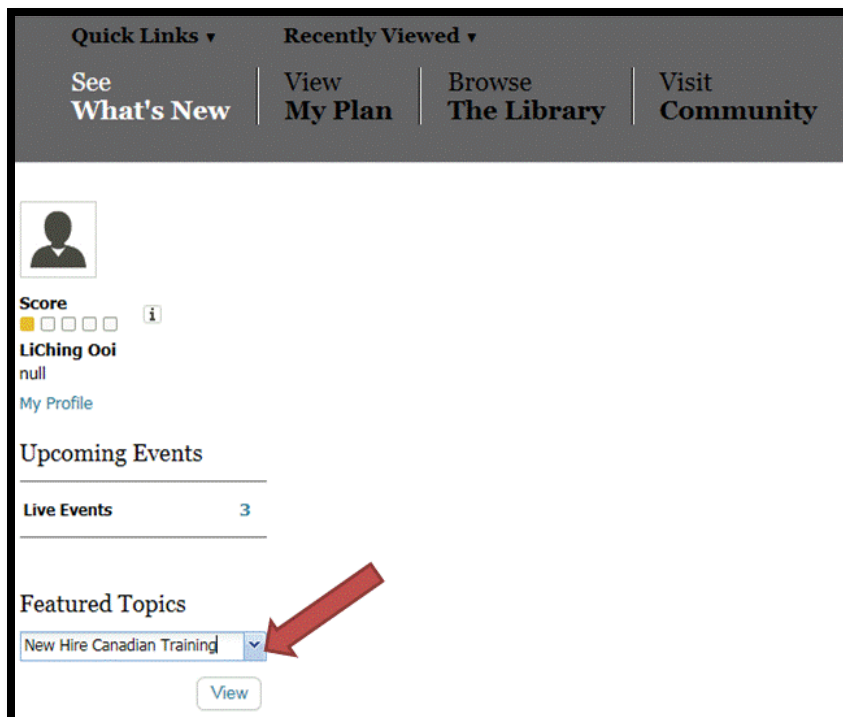
- #1. New Hire Required Training (all associates)
- #2. Suncor Account Required Training (only for associates on Suncor account)
- #3. Annual compliance training (all associates)

#1. New Hire Required Training

All new associates are required to complete the New Hire Canadian Training program within their first 30 days of hire. The training is based on your location and your role in the company as an associate or manager.

To access the New Hire Canadian Training Program:

- Login to TheHUB via <http://thehub.compucom.com>
- Go to the Featured Topics drop down menu, select “New Hire Canadian Training” and click View.



- You will see several Learning Programs.
- Select the correct program based on your role (Associate or Manager), and province (QC, ON, or all others).

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New Hire Canadian Training

Courses (6) [Back](#)
[Show Filter](#)

All Associates New Hire Canadian Training (All except Quebec & Ontario)
Enrollment Status : Not Enrolled
Recommended (3)
[Details](#) [More Actions](#) ▼

All Associates New Hire Canadian Training-Ontario Based
Enrollment Status : Enrolled
Recommended (3)
[Details](#) [More Actions](#) ▼

Programme de formation Nouveaux Associés – Québec
Enrollment Status : Not Enrolled
Recommended (1)
[Details](#) [More Actions](#) ▼

Manager New Hire Canadian Training-Except Ontario
Enrollment Status : Not Enrolled
Recommended (1)
[Details](#) [More Actions](#) ▼

Manager New Hire Canadian Training-Ontario Based
Enrollment Status : Not Enrolled
Recommended (1)
[Details](#) [More Actions](#) ▼

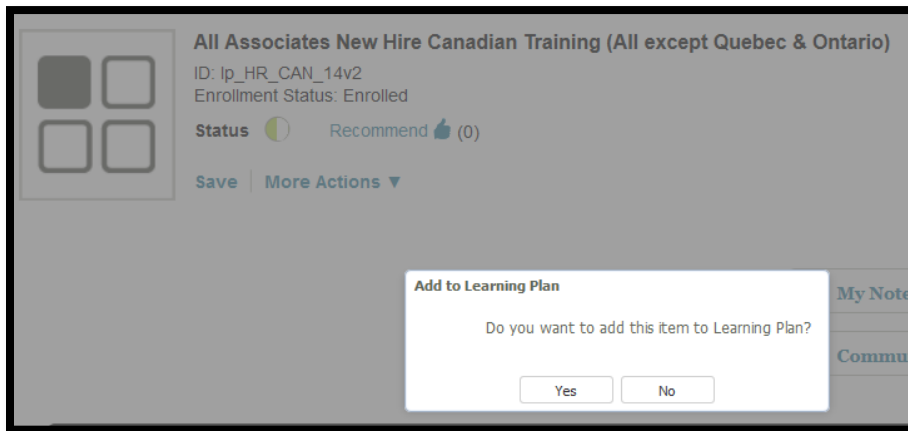
- Enroll using the More Actions option.

All Associates New Hire Canadian Training (All except Quebec & Ontario)
Enrollment Status : Not Enrolled
Recommended (3)
[Details](#) [More Actions](#) ▼

Enroll
Save

- Once you click on the Enroll button, select Yes to add the item to your MyPlan/Learning Plan.

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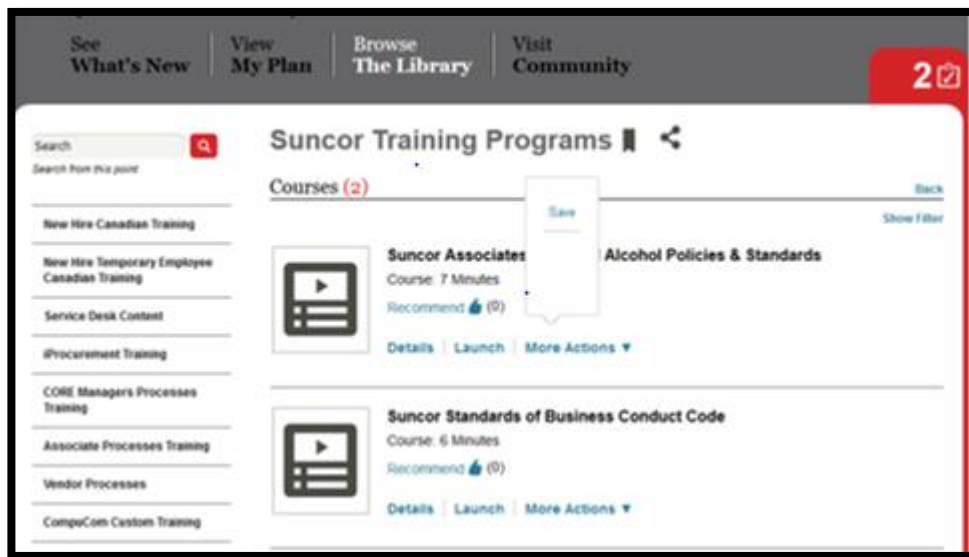


- You can access/launch the courses from the View MY PLAN, Personal Learning tab once enrolled.

#2. Suncor Account Required Training

Associates on the Suncor client account are required to complete two training courses accessible through TheHUB. To access your required training:

- Login to TheHUB via <http://thehub.compucom.com>
- Click Browse the Library, followed by CompuCom Library.
- Select Suncor Training Programs.
- Once you click on the Save button, select Yes to add the item to your MyPlan/Learning Plan.
- You can access the courses from the View MY PLAN, Personal Learning tab once enrolled.



#3. Annual Core Compliance Curriculum

All associates are required to complete legislated or client driven online training courses accessible through TheHUB on an annual basis. The training is assigned based on your location and your role in the company as an associate or manager. You will be notified by email when Core Compliance has been created.