



EMPLOYEE CANVA ONBOARDING



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WELCOME TO NEWCOMER CENTRE

- Let's get you familiar with our brand look and feel
- Equip you with tools and access to create designs
- Approval process and staying on brand
- Adding you to teams or groups
- Get you familiar with program templates
- Know the communications team and how to contact them for continuous support

LET'S GO

ADMIN AND OWNER

Newcomer Centre has a central Canva account domiciled in the comms department.

Using personal accounts for work projects is not encouraged.

This is to ensure that projects are accessible to all team mates at all times.



HOW DOES THIS SERVE YOU

Using the Newcomer Centre
central Canva account ensures;

- That projects are accessible to all team mates at all times
- Easy access to brand suite
- Encourages collaboration
- Access to team templates and existing designs fosters continuity, consistency and inspiration



GETTING STARTED

TEAMS AND WORK GROUPS

Upon request from you to comms@newcomercentre.com you

- will receive an access link to join Canva account
- Upon joining, you will be
- Added to your team group
- You can be added to more than one team or group and you job tasks demand



WHAT NEXT?

After you get in you will have access to to the full brand suite

- Logos (all the variants)
- Brand elements
- Colours (secondary and primary)
- Existing design for sample / reference
- Uploaded photos
- Templates
- Fonts





WORK FLOW AND APPROVAL PROCESS

The approval process seeks to systematically review and approve various items, including documents, projects, or operational tasks created on Canva.

Ensure brand consistency while allowing a measure of creative freedom and preference

Fix bottlenecks and ensure efficiencies.





STANDARDIZED WORKFLOW

Ensures that your work smoothly within your team and operate effectively with the comms team to reach your goals.



Reaching these goals often involves multiple departments collaborating on projects and work items that can affect the entire agency.

To meet these goals and maintain consistent standards, the comms team uses the approval process, in which designs/projects are sent for approval before being finalized.

HOW TO REQUEST APPROVAL



1. Open the design that needs review
2. From the editor menu bar, select (Share)
3. Select Request approval
4. Select a reviewer
5. Set due date (optional)
6. Add notes (optional)
7. Select Request approval
8. To cancel the submission, click Withdraw submission

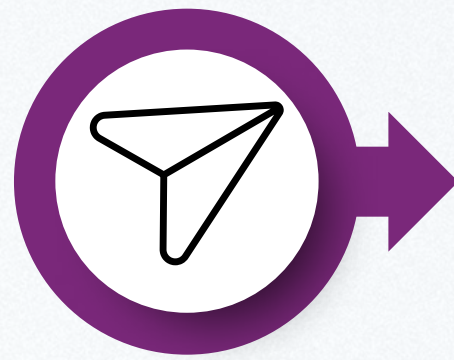
[CLICK HERE TO WATCH TUTORIAL HTTPS://YOUTU.BE/NYKNVKEVVN4](https://youtu.be/nyknvkevvn4)

THE PROCESS



01

**Request from you to
comms@newcomer
centre.com to be
added to the Canva
account**



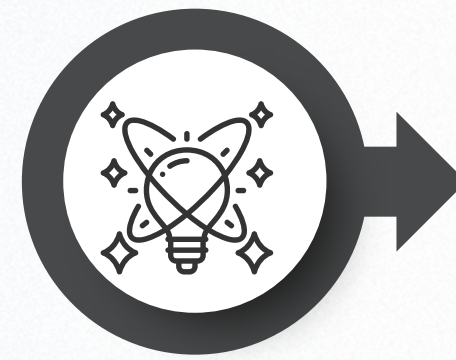
02

**Comms team sends
you an access link**



03

**Now you are in.
Comms team will
add you to your
team or group**



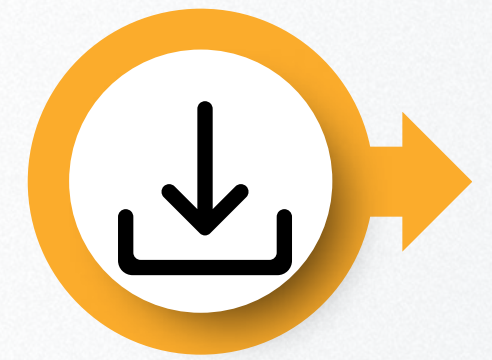
04

**Explore your
creativity and get
familiar with the
brand**



05

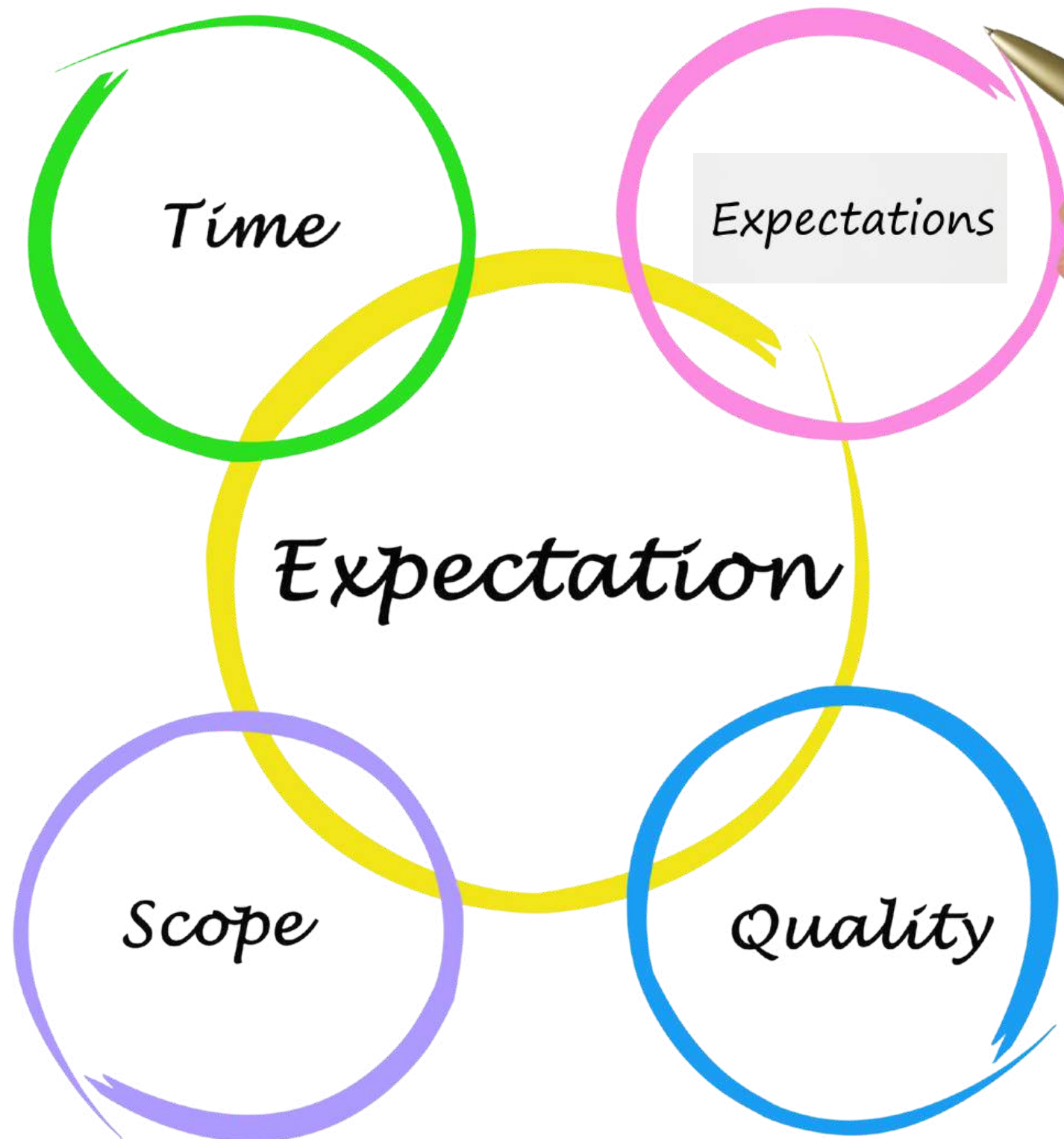
**Upon completion of
any design, prompt
comms team for
approval**



06

**Design reviewed
and approved. Go on
and download your
project**

TIMING AND EXPECTATIONS



Plan your projects and begin your designs ahead.

Upon receipt of your request for approval, the comms team will respond within 24 hours with:

- Request for some revisions in line with brand standards (this can be sent as an email to you or in the comment section of design)
- You will receive a notification in your inbox to accept and implement the revisions
- After the revisions you will request for approval again and after the final approval, you can go ahead and use your designs
- Where there are no revisions required, your design will be approved at once.

BRAND TONE OF VOICE

CONNECTION TO OUR CORE VALUES

EMPOWERMENT

We believe people thrive when they have the information, tools, support, and opportunities to shape their own path.

COMPASION

We believe care, empathy, and understanding build lasting connections that positively impact lives.

INTERCONNECTEDNESS

We believe we are all connected — our collective progress and well-being depend on the relationships we build with each other and our community.

ACCOUNTABILITY

We believe trust comes from taking responsibility for our actions, following through on our commitments, and upholding integrity along the way.

MEET YOUR COMMS TEAM

How to reach us?



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LOOKING FORWARD TO
WORKING WITH YOU