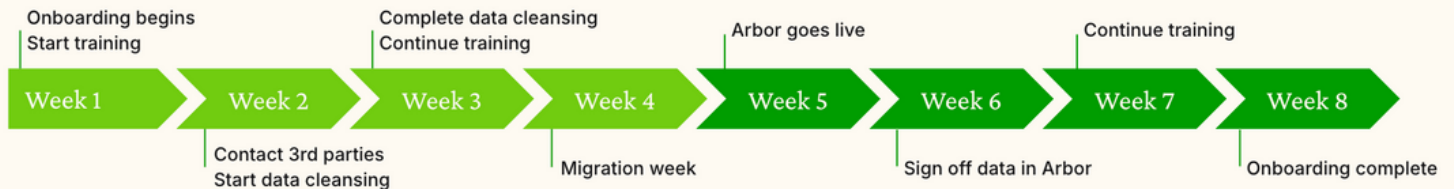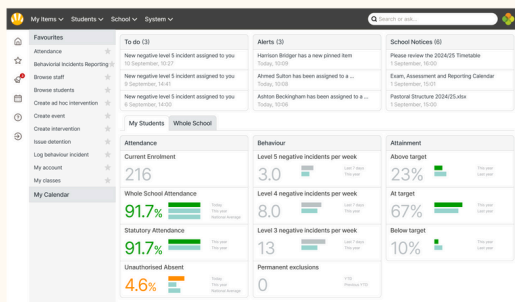# Welcome to Arbor

We're excited for you to start your onboarding journey! We'll be in touch 24 days before your migration date, but if you want to get a head start, here are some resources to help.

Onboarding begins
Start training

Complete data cleansing
Continue training

Arbor goes live

Continue training

| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 |

Contact 3rd parties
Start data cleansing

Migration week

Sign off data in Arbor

Onboarding complete

Your 8 week onboarding journey:
What to expect

You'll receive weekly emails with guidance and resources. See how this is broken down on our Help Centre and download your workbook to stay on track.

Data cleansing: The key to quality data

Use our cleansing guide to make sure your data in ScholarPack is correct and stored in the right place to reduce migration errors. This usually takes five hours, depending on school size.

Third-party systems: Contact and connect

Do you have any third-party applications you'd like to integrate with Arbor? Get in touch with them to let them know you're moving to Arbor. They'll ask when you're moving and let you know any next steps to take. Use our Help Centre for guidance.
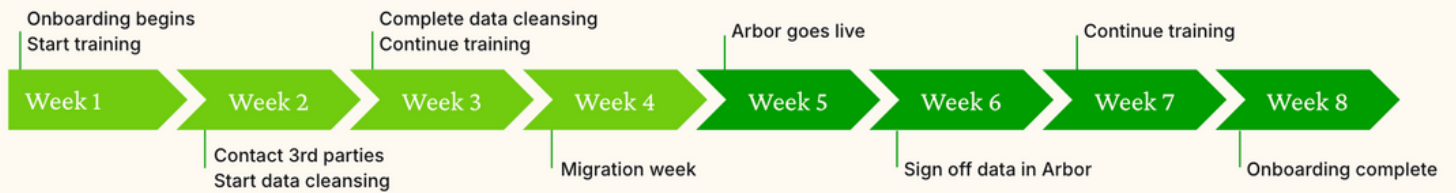
How to get your team excited for the change

While change is exciting, some of your staff might be worried about a new way of working and learning a new system.

Here are some top tips to support you with the change!

Welcome to Arbor

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8

Week 1: Onboarding begins / Start training

Week 2: Contact 3rd parties / Start data cleansing

Week 3: Complete data cleansing / Continue training

Week 4: Migration week

Week 5: Arbor goes live

Week 6: Sign off data in Arbor

Week 7: Continue training

Week 8: Onboarding complete

Get the most out of Arbor: **Learning the basics**

You'll get access to our Training Hub as part of your onboarding. Pre-migration training will take approximately seven hours, and a further seven can be completed once you're live on Arbor.

Get a head start

Check out our Help Centre and join Arbor HQ to get a feel for Arbor and how to use it before your onboarding starts

Stay on-track

- ☐ Data cleansing
- ☐ Data counts
- ☐ Contact third-party apps
- ☐ Tell your team about Arbor
- ☐ Watch training videos
- ☐ Join Arbor HQ

Got a question?

If you have any questions between now and your first week of onboarding, get in touch with your Partnership Manager