

Your Leader Cheat Sheet

Our new company intranet, ACMEHub, launches on June 16.

Employees will need to go there for news, information, policies, access to tools/apps, and our internal Facebook-style social feed and groups.



This will take about 5 minutes to complete. Try to set a timer and give it your full attention. Then, print it out or save it to your desktop for easy reference.

15-SECOND READ

Key Dates

June 12

Employees find out ACMEHub is coming in our monthly newsletter

June 16

ACMEHub is live, and all employees get the launch email

June 18 – 20

Virtual launch events — [reserve your spot here](#)

30-SECOND ACTION

What You Need To Do

Add this to your calendar now for June 16.

Copy/Paste:

EVENT TITLE: ACMEHub Intranet Launch

EVENT NOTES: Remind my team that ACMEHub launches today and send them to [acmeevents.com](#) to sign up for a virtual launch event!

30-SECOND READ

What You Need To Tell Your Team

ACMEHub is our new intranet — and it's way better than what we currently have. Go there for news, tools/apps, and to socialize online with colleagues.

Starting June 16, log in at [ACMEHub.ACME.com](#) and download the ACMEHub mobile app.



2-MINUTE AUDIO

Scan here for an audio note with a little more detail, if you want it.

2-MINUTE GAME

Make It Stick

Play this quick [flashcard game](#) to help make sure you remember everything you need to know about ACMEHub.

Need more?

Additional details and FAQs can be found [here](#).