FOX Systems Start Up Guide and Orientation Check List



STEP 1

FOX System Login

**Please do not begin your device start up / setup until the morning of your official Start date.*

Bring Your Own Device Setup

Individuals who are not eligible for a FOX-issued device, or who prefer to install FOX applications on their personal mobile phones, can do so following device and security guidelines. To guarantee proper functionality, please follow the outlined technology specifications and display requirements



For the best experience with our suite of applications, FOX recommends the use of an **Apple iPad** or a **Samsung Galaxy Tablet.**

Mobile Device Technical Requirements

Technology Specifications and Requirements	
OS Minimum Version Supports	iPhone/Ipad: iOS 18 *Android- 15.0
Estimated App Size for Required Apps	900MB
Estimated Free Space Required for Data	3GB
Maximum Screen Display Size	10.9”

***Note for Android Devices:**

- Devices supported: All android manufacturers such as Samsung, Google, Sony, LG, etc.) Devices not supported: All Kindle Fire tablets

WELCOME TO FOX

Best Practices for Successful Login & Setup

📍📍Locate the **“ITS Systems & Account Logon”** document, found in your FOX orientation packet that was delivered via mail.

💻 Confirm your personal device/laptop meets the minimum system requirements to run FOX apps/systems

⌚Allow extra time to troubleshoot any internet connection issues you may experience

📶Sit close to your wireless router to ensure the strongest wireless signal

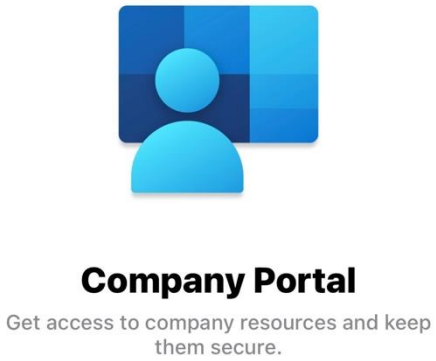
✅ Complete all action items in this guide to successfully login to your FOX systems and complete the orientation course.

🔊Check the volume of the device

DOWNLOAD MICROSOFT INTUNE COMPANY PORTAL APP

Prep Before Install:

- Check for a previous install of the Intune Company Portal or another Mobile Device Management (MDM system on your device.
  - You cannot have two installations on a single device. Follow the instructions on the guide below to remove a previous version.
- Ensure your device is connected to a Wi-Fi network.
- The install process could take up to 20 minutes depending on network connection
- If you intend to use your mobile phone and a tablet, please download Intune on both devices.
- Locate the attached directions for your operating system (iOS or Android) or can be found on FOX4U
  - Intune Device MGMT Enrollment Guide_Android
  - Intune Device MGMT Enrollment Guide_iPhone
- Once you have completed the entire install process, return here to complete the setup.



DOWNLOAD FOX APPLICATIONS

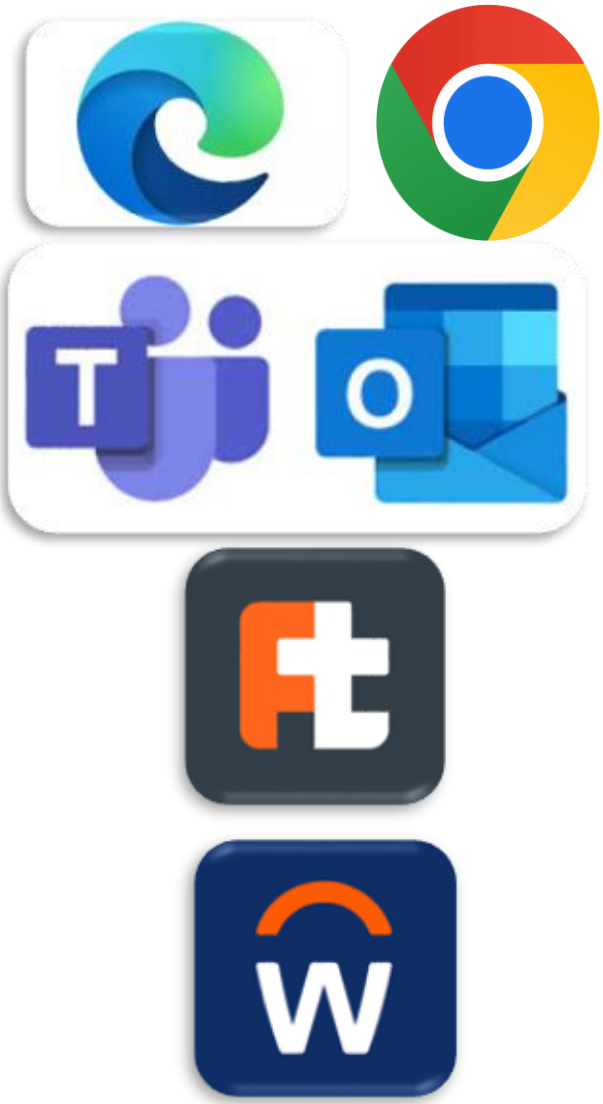
Once Intune Company Portal is installed, be sure to download the Microsoft Edge & Chrome web browser. These arethe preferred browser for FOX related applications and systems.

As outlined on the Intune install directions, confirm you have downloaded:

- Outlook (email)
- FOX Trax

Other recommended apps

- Teams
- Workday



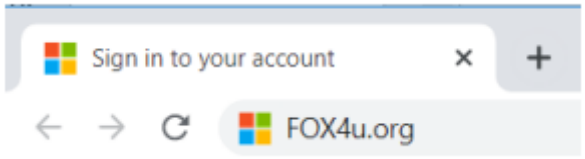
All applications noted above will require sign in and authentication at initial login. They are all single sign on and will be the same as your FOX username (firstname.lastname@foxrehab.org and password.

OFFICE 365 FOR FOX

Welcome to the Microsoft Office 365 Suite for FOX

ACTION ITEMS

- ❑ Open Microsoft Edge or Google Chrome and enter FOX4U.org in the address bar.

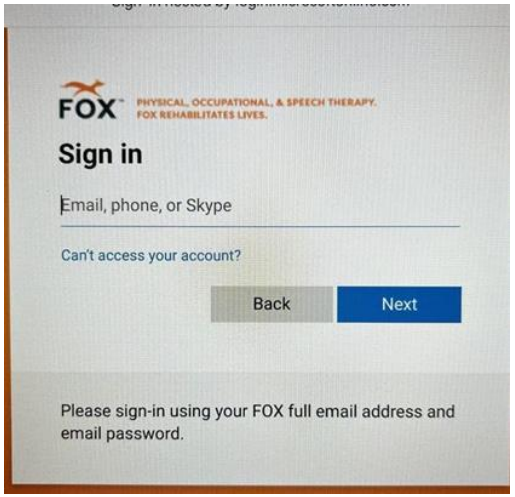


- ❑ Reference the **ITS Systems & Account Logon** document and enter your firstname.lastname@foxrehab.org as indicated on the document. Click Next

- ❑ In the password field, enter the password : **Str3ngth26!**

- ❑ Click Sign In when prompted

- ❑ A new window will appear. Have your cell phone handy and follow the on-screen prompts for multi-factor authentication.



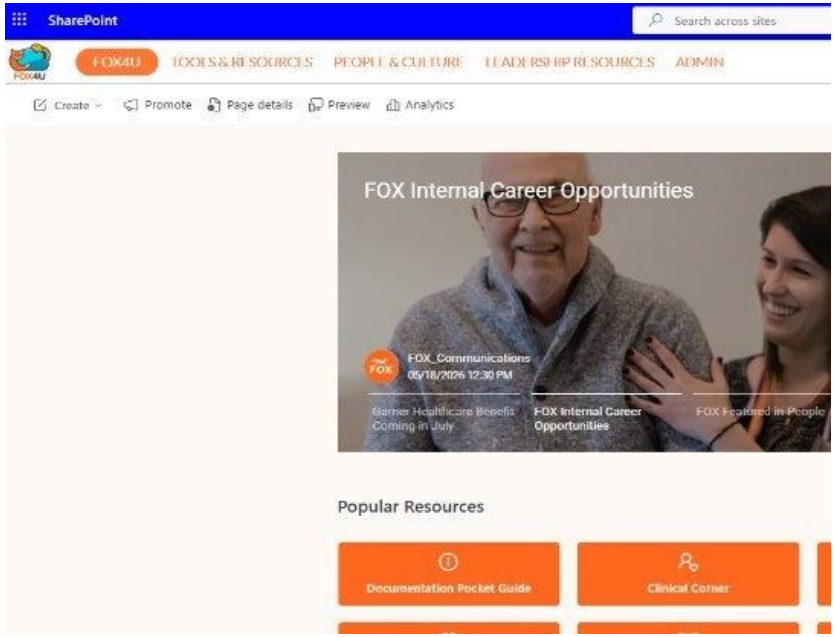
Your cell phone number has been pre-loaded into your FOX Office365 account. If there is an error in your cell phone, contact the orientation hotline if completing on Day 1 of your orientation on slide 10

OFFICE365 FOR FOX

Welcome to the Microsoft Office 365 Suite for FOX

The FOX4U Intranet will open

- Check back here often for practice news, updates, educational materials, and access to other Fox applications
- The "waffle" in the top left corner is always visible throughout Office 365 and can be used to access other Office 365 apps.
- Tip, bookmark this page to save it for easy access by clicking the star in the browser bar.

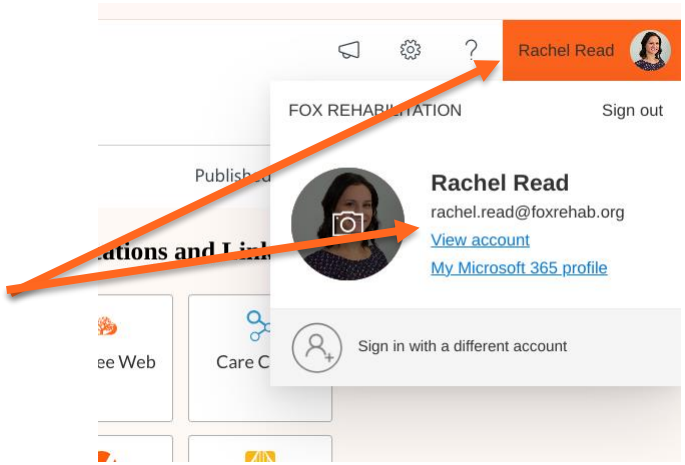


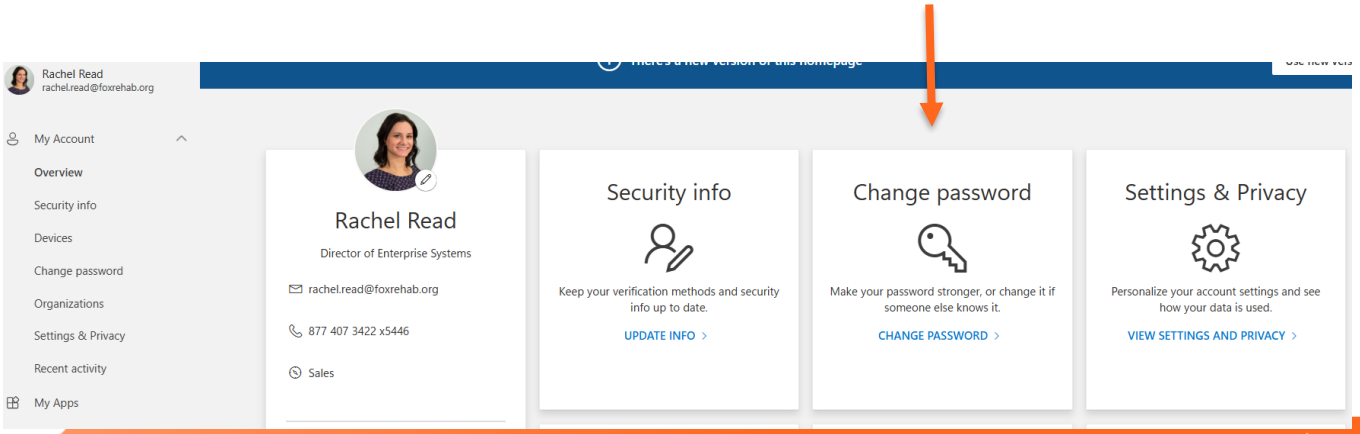
SET A NEW PASSWORD

Security is Important! Set a New Password Now!

ACTION ITEMS

- ❑ From the FOX4U screen, locate your name on the top right corner and click it.
- ❑ Click View Account
- ❑ Click Change Password

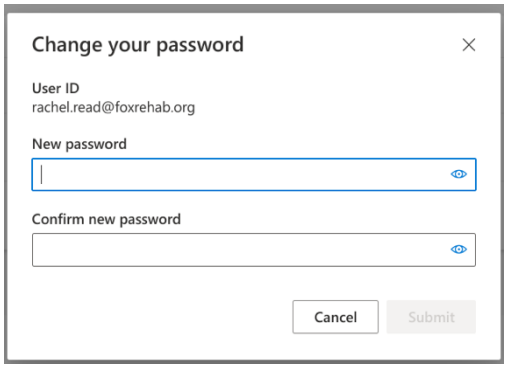




SET A NEW PASSWORD

ACTION ITEMS

- ❑ Set a new password. Follow the password requirements.
- ❑ Click Submit



Password Requirements

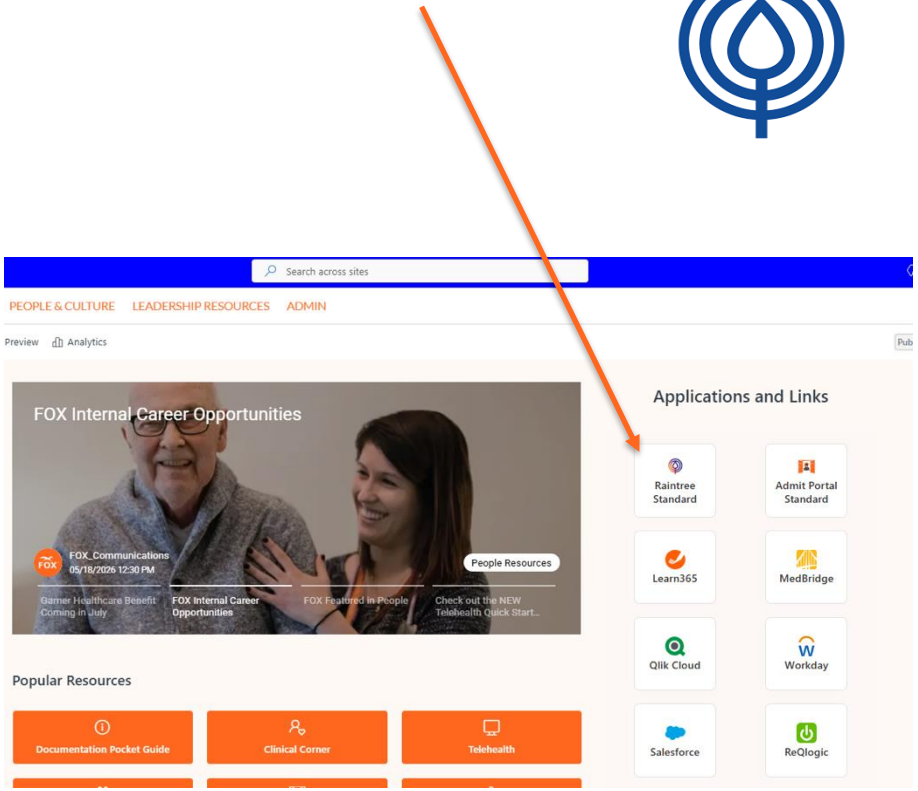
- ✓ Does not contain a significant part of the user's account name
- ✓ Must be at least 10 characters in length
- ✓ Must contain characters from 3 of the following four categories:
  - English upper-case character A-Z
  - English lower-case character a-z
  - Base 10 digits 0-9
  - Non-alphanumeric character (example: !, $, #, %)

RAINTREE

Raintree Access

For security reasons and to protect PHI, please ensure that Raintree is accessed only through a secured web browser or application via the Intune Company Portal.

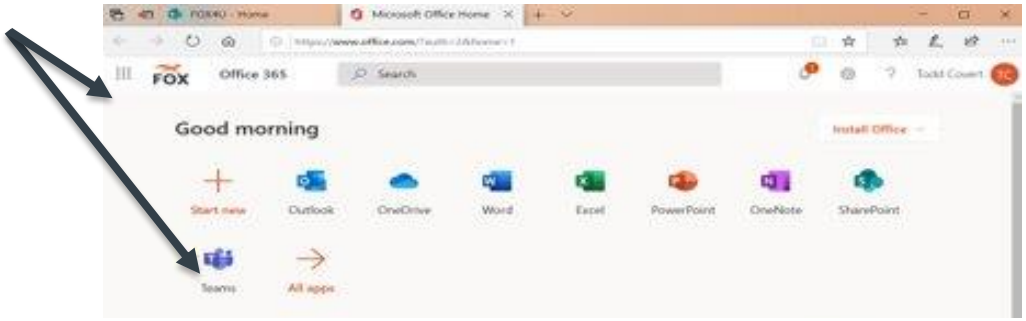
- RT Web (Standard)
  - Enter web link in the Edge or Chrome Browser: https://foxrehab.raintreeinc.com/webdocumentation/0



MICROSOFT TEAMS

ACTION ITEMS

- ❑ Locate the Teams Icon in the Waffle Icon or in the Pinned Apps. If prompted, log in using your email and password



- Welcome to Teams
  - Teams is our main communication system used to send practice wide messages, chat with colleagues, access Learn365, join or hold meetings, make calls, plus more!

SUPPORT CONTACTS

Please use the following support contact methods:

FOX Essential Support
Monday -Thursday: 7:30AM - 10:00 PM EST
Friday: 7:30AM- 4:30 PM EST
Sunday 4:00PM - 10:00PM EST

Email: support@foxrehab.org
(please include "Orientation" in the subject so that assist can be prioritized)

Phone: 1-877-407-3422 x1300 or
Direct Line: 856-705-1300

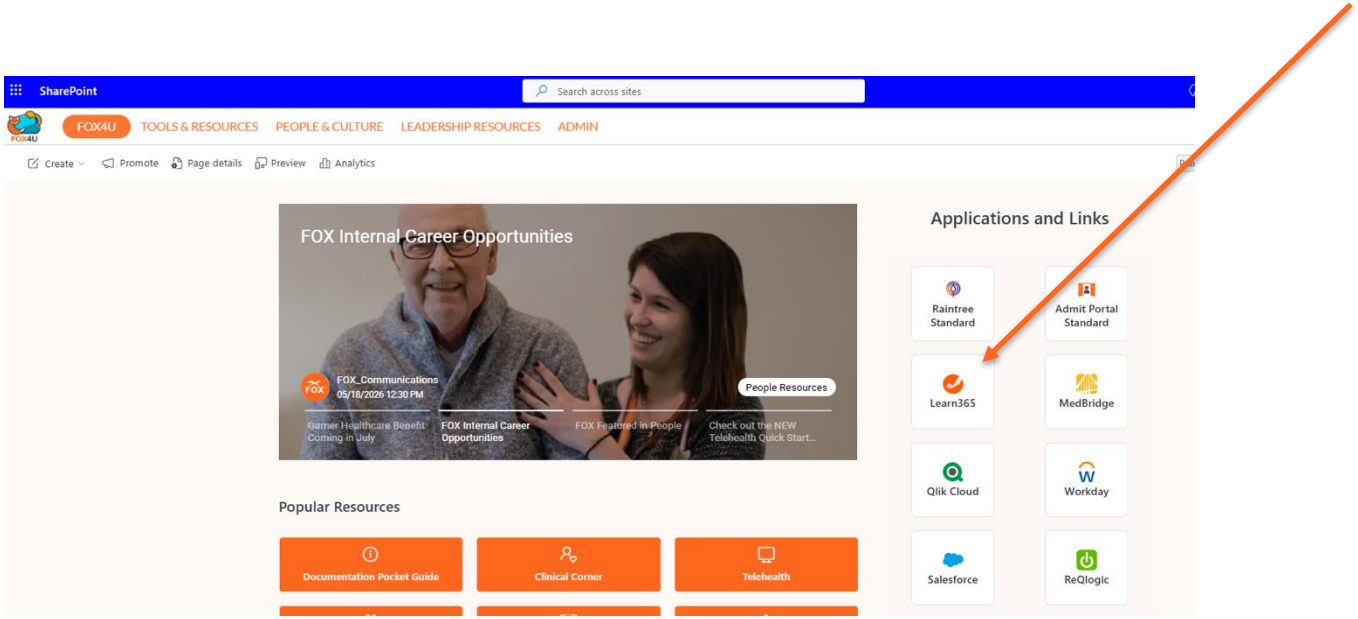
***You may also reach out to your Regional Director (RD) for support*

STEP 2

Orientation course access (Learn 365)

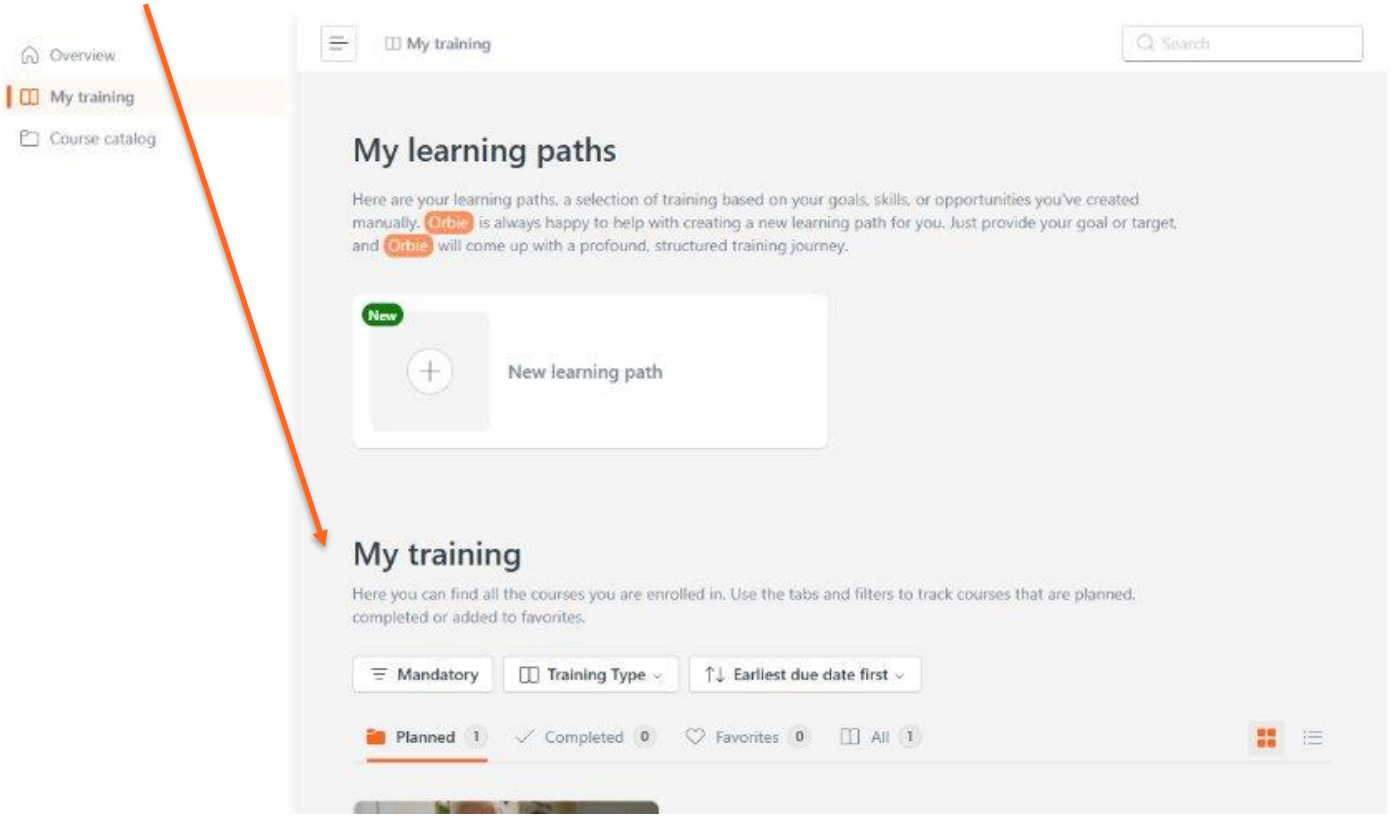
ACCESSING 2026 ORIENTATION VIA LEARN365

- Open FOX4U home page
  - Enter fox4u.org
- Navigate to Learn365 page under Applications and Links



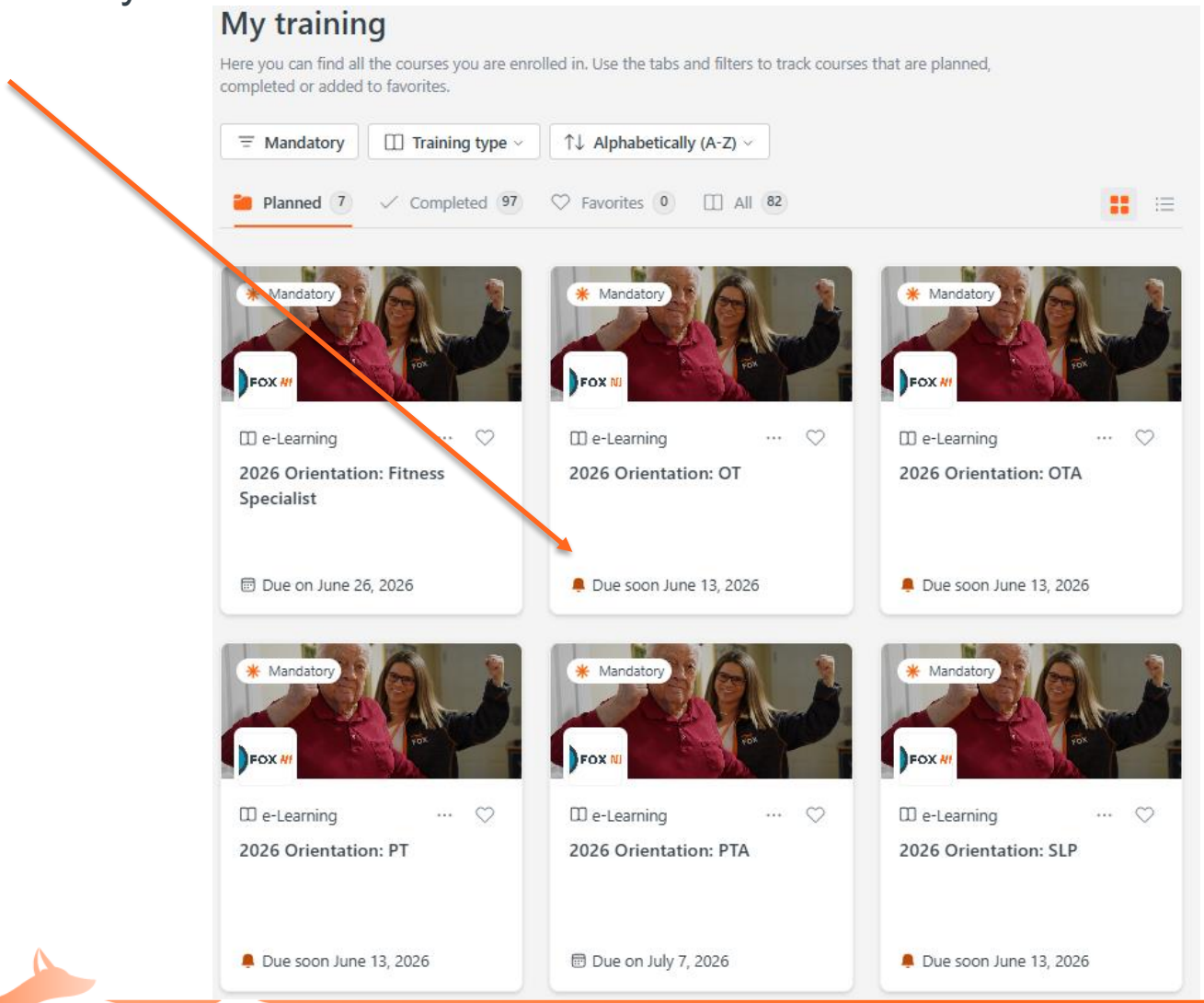
2026 ORIENTATION: PT/OT/SLP SELF GUIDED

- ❑ Scroll down to My Training



2026 Orientation: PT/OT/SLP/FS

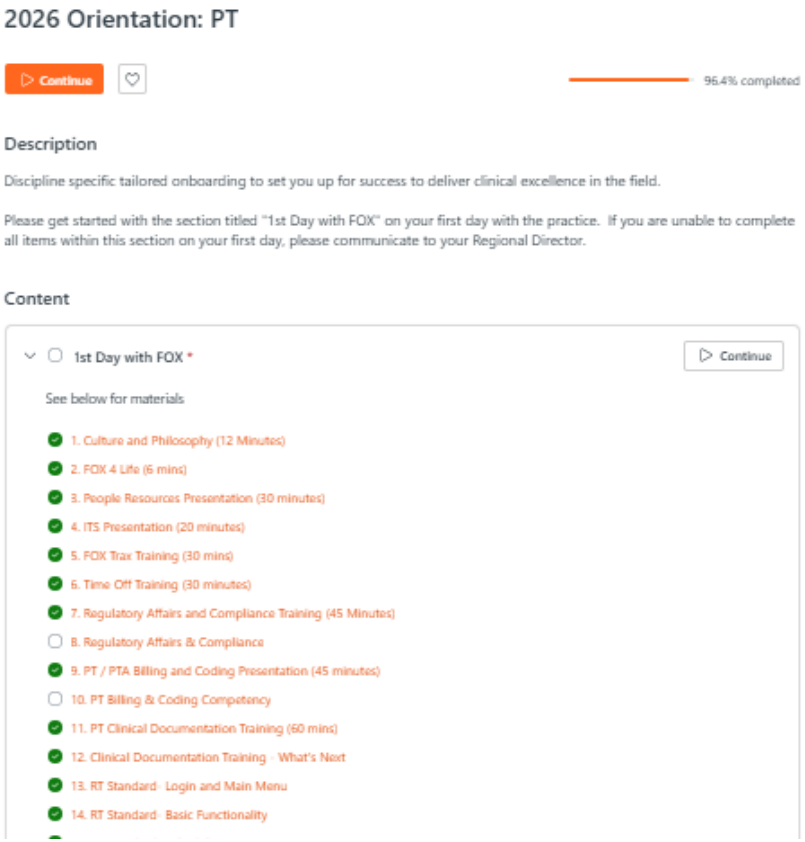
- Click on your orientation course



Start and Complete Items

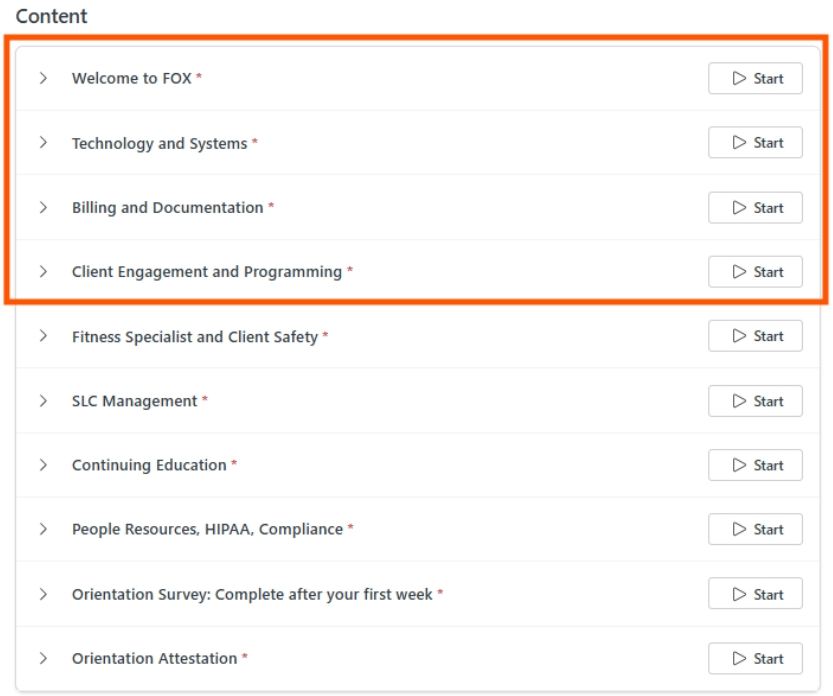
PT/PTA/OT/OTA/SLP

- Select “Start”
- Complete all items under “1st Day with FOX” for today (your day 1)



Fitness Specialist

- Select “Start”
- Complete all items up to Client Engagement and Programming for today (your day 1)



Day 1 Orientation Checklist

Begin your Learn 365 Course (“2026 Orientation: PT/OT/SLP/FS”)

Reminder: *You will see many sections within your Discipline-specific course. Please focus on the items listed below and on the previous slide. Your Regional Director will direct you on the completion of the other sections in the discipline-specific course, as well as the other courses listed in your assigned trainings.*

PT/PTA OT/OTA SLP

Day 1 Complete:

- All Items within the course section "1st Day with FOX"

Fitness Specialist

Day 1 Complete:

- Welcome to FOX
- Technology and Systems
- Billing and Documentation
- Client Engagement and Programming* if time allows

Reminder: *Every new team member’s first day can look a little different. Whether you’re joining us PRN, part-time, or full-time, take the pace that works best for you. If you don’t get to every item meant for day one, just connect with your Regional Director and they’ll help shape an onboarding plan that fits your schedule.*

SUPPORT CONTACT

IT Support:

FOX Essential Support

Monday -Thursday: 7:30AM - 10:00 PM EST

Friday: 7:30AM- 4:30 PM EST

Sunday 4:00PM - 10:00PM EST

Email: support@foxrehab.org

(please include "Orientation" in the subject so that assist can be prioritized)

Phone: 1-877-407-3422 x1300 or

Direct Line: 856-705-1300

Other questions:

Reach out to your Regional Director (RD)