

StartWell Orientation

Wellstar Single Source Information:

Single Source is the official identification management system for Wellstar MCG Health Security. Wellstar Single Source is your one-stop-shop for badging, keys and parking for new team members and those needing to renew their badges.

Single Source location for badging, keys and parking assignments:

Location: 1225 Walton Way, Augusta, GA

Phone: (706) 721-6943 (1-MYID)

Email: wmcg_singlesource@wellstar.org

Badges:

Your badge must be displayed at all times on all worksites. Your badge is the property of Wellstar MCG Health. The use of this card constitutes acceptance of the terms and conditions of Wellstar MCG Health's policies governing its use. The badge **MUST** be returned upon the end of employment, contract, academic enrollment and/or upon request from a Wellstar MCG Health official.

Security:

Team members and anyone within a health system building including Augusta University staff, should call 1-4787 or (706) 721-4787 to contact Wellstar MCG Health Security.

All other Augusta University personnel should continue to call (706) 721-2911 for the Augusta University Police Department.



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Parking:

The Wellstar MCG Health Parking Office (for new hires only) is located within the Single Source building at 1225 Walton Way.

Office hours: Monday – Friday 8 AM – 5 PM

Phone: (706) 721-4227

Email: wmcg_healthsystemparking@wellstar.org

- ❖ All team member new hires should contact the parking office via phone or email for your parking assignment.
- ❖ Prior to contacting the parking office, you should park in Lot 55 (the large lot located on 15th Street, across from the Augusta University Police Department - also known as the old Kroger lot). *See *attached map for reference on next page*. The address for Lot 55 is: 525 15th Street. Team member shuttle bus service from that parking lot is available Monday – Friday from 4:30 AM – Midnight. These team member shuttle buses drop off and pick up from many campus locations and all have Wellstar branding for easy visibility.
- ❖ New hires should not park in any other parking lot or parking deck on the first day of employment or for any other onboarding training. Wellstar actively patrols each parking lot and parking deck, and it is likely a citation will be issued if this occurs.
- ❖ All employees will need a parking assignment, regardless of your work schedule or the department/unit you work in. If you work nights or weekends, you will be able to park in the parking decks – ONLY IN THE EMPLOYEE DESIGNATED AREAS.
- ❖ When you register your vehicle, you will need your license plate/tag information. Wellstar does not charge for parking, nor issue stickers or hanging tags.
- ❖ Note: all team members, including physicians, are assigned specific lots and MUST park in their assigned lot. In addition, all team members should never park in spaces that are designated for students, patients, visitors, service vehicles, reserved, or any other specifically labeled spaces at any time.

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Parking - Lot 55 (for reference):



Wellstar MCG Health Shuttle Buses

Wellstar MCG Health has a fleet of shuttle buses that provides service for employees to designated stops on campus.

This shuttle service provides a safe, convenient mode of transportation for team members. All shuttle buses are GPS-equipped, so you can track routes and locations in real-time through the PassioGO app on your smart phone.



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