



To: Signet Support Center Team Members
From: Information Technology Department
Date: March 18, 2020
Subject: Work from Home Resource Documents

As mentioned in the previous Work from Home communications from Howard Melnick, Chief Information Officer and Mary Liz Finn, Chief People Officer, we want to ensure that our team members have the tools and resources they need to work effectively from a remote location.

The Information Technology team has compiled helpful reference documents to assist team members during this transition. These documents include: VPN access, Telephony Instructions, Outlook / Teams guides, and Sensitive Data Guidelines.

To access WFH documentation, follow these steps:

- Logon to the Signet Learning Portal – <http://signet.csod.com>
- Enter your network credentials
- From the Home Page, click “Resources”
- Next, click “Work From Home Resources”
 - All collected documentation is located in grouped folders within this segment of the Learning Portal

If you are not able to login to the Learning Portal, please contact learning_development@signetjewelers.com for assistance.