**New User – Registration to Online New Hire Orientation**

1.   On the next screen, click on the blue box labeled **New Hire Orientation**

2.   A new window (Figure 1) will open where you can either
    A.   **Register** as a New User (Step 1)
    B.   **Login** to start or continue your orientation (Step 2-this process is covered in the Help Quick Link: ***Returning Users – How to Navigate Online New Hire Orientation***)
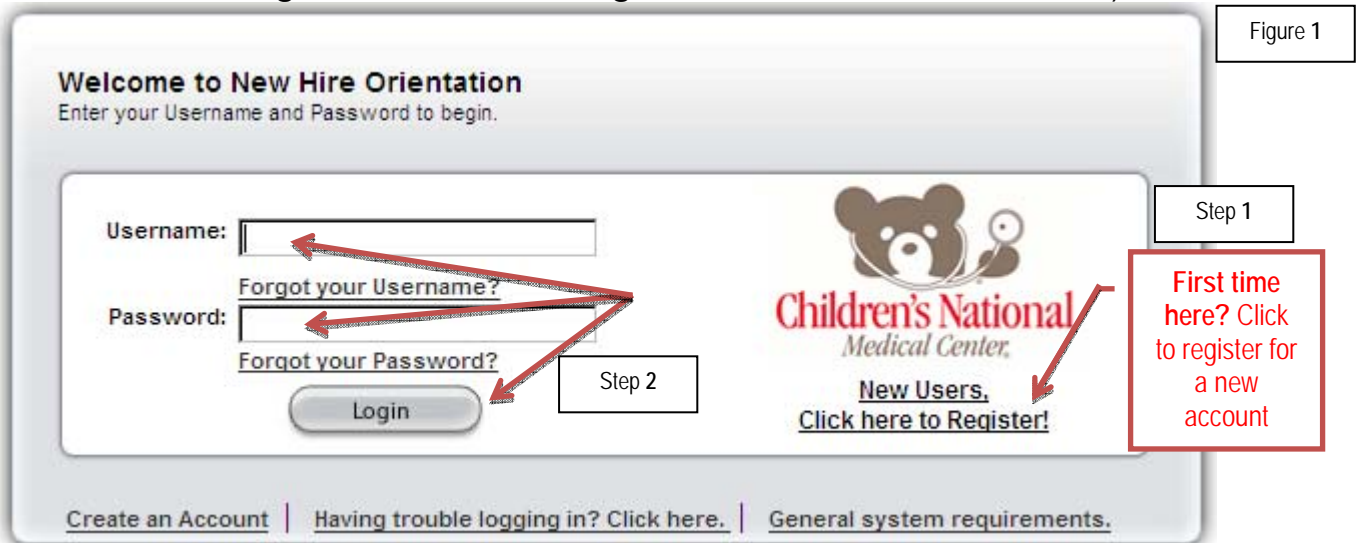
3.   Click on **New Users, Click here to Register!** (Step1)

4.   Enter the Registration Code: **cnmc**→ Click **Submit Code**

New User Registration

Enter Registration Code* [cnmc]

* required field   [Submit Code]

5.   Enter your information in the required fields → Click **Register**

New User Registration

First Name* [   ]
Last Name* [   ]
Email* [   ]
Start Date* [--- Choose a Start Date --- ▾]
Recruiter* [--- Choose your Recruiter --- ▾]

* required field   [Register]

6. You will then receive a message box with your User ID and Password (you should also receive an email – keep this information for future logins)

New User Registration

Your account has been successfully created!

The online training is accessible from any computer.

The following is your login information:

User ID : ttest36
Password : abxxx

Your Password is case sensitive.

Continue

7. Click **Continue**

8. You will then be brought back to the login screen (Figure 1).Follow the steps covered in the Help Quick Link: ***Returning Users – How to Navigate Online New Hire Orientation***