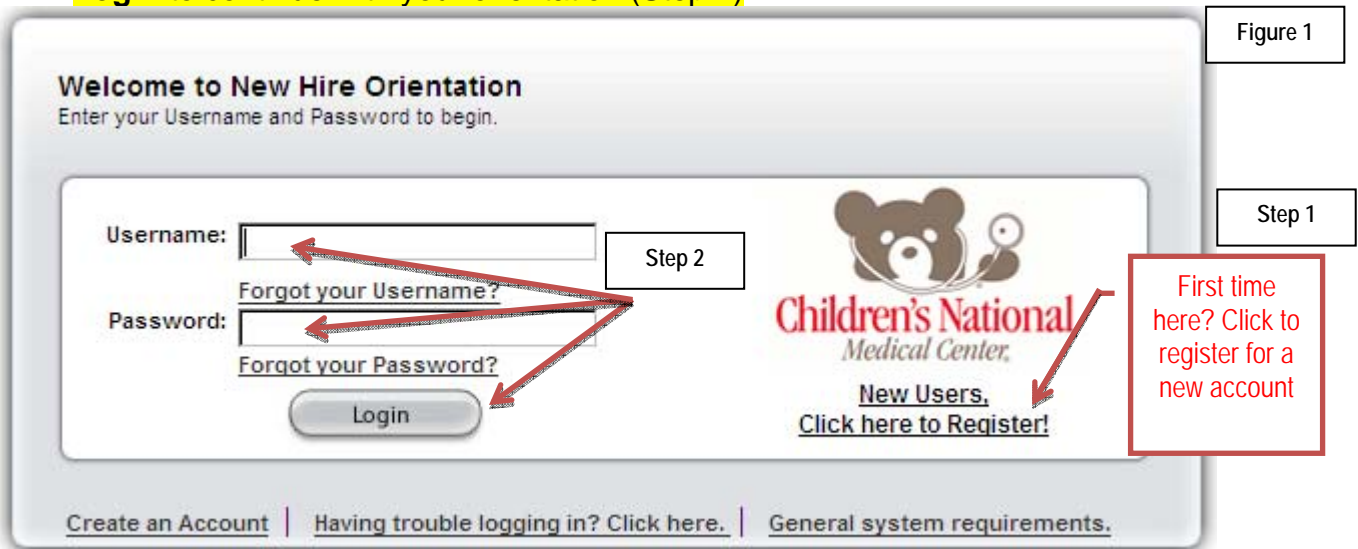**Returning Users - How to Navigate Online New Hire Orientation**

1.   Click on the blue button labeled **New Hire Orientation**

2.   A new window (Figure 1) will open where you can either
      A.   **Register** as a New User (Step 1 – this process is covered in Help Quick Link: ***New User – Registration to Online New Hire Orientation***)
      B.   **Login** to continue with your orientation (Step 2)

3.   Enter **Username** &**Password**→ Click **Login** (Step 2)

4. The first time you login you will need to choose a **Security Question**(use drop down to choose),then enter your**Answer** → Click **Update**

Security Question/Answer

Please select a security question and provide an answer. You will be asked this question when trying to retrieve your User ID or your Password from the login screen.

Security Question   What's your pet's name?

Answer

Update

5. On the next page click on the **New Hire Orientation button**

Logout

GO

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| Home | My Learning Plan | My Transcript | Search | Help |

Welcome Test Test

Features

New Hire Orientation

Tools & Links

- Change Password
- Email us a question or provide feedback

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6.   Click the **Launch Course**button and be sure to keep this screen open while you complete your orientation (**DO NOT CLOSE** this window-Figure 2)

Logout

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Figure2

GO

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New Hire Orientation

Launch Course   Certificate

Description:

To begin the New Hire Orientation course, click on the Launch Course button.

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7.   A new window will open with your orientation, which includes 11 Lessons

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Lesson 1: Company Overview
Lesson 2: Benefits
Lesson 3: Safety
Lesson 4: Corporate Compliance
Lesson 5: Infection Control
Lesson 6: Risk Management
Lesson 7: Security
Lesson 8: Payroll
Lesson 9: Quality
Lesson 10: Information Technology
Lesson 11: Human Resources

Course Map   Audio On   CC Text

8. Click on each **Lesson** and view in its entirety.
    A. If you wish to stop and return later, the system will bookmark your spot and resume there when you return

9. You will know that you have completed a lesson when you hear "congratulations" at the end of the lesson and at the main lesson page a green check mark will appear to show completion.
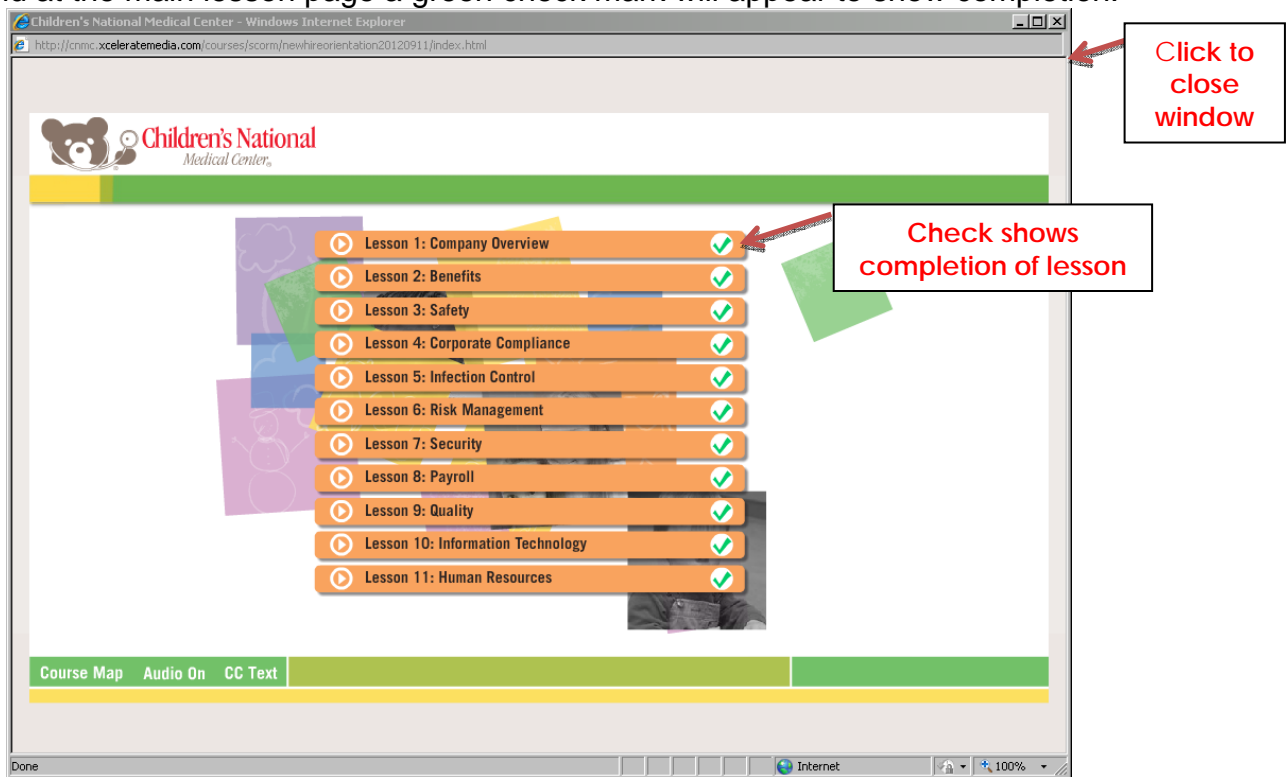
10. Once you have completed all lessons**close only the lesson window**. This allows the screen to refresh and send the updated information to your orientation account.

11. You will now see that the certificate button is now enabled. Click on the **Certificate** button to view and print your completion certificate. You can also print your certificate and view your course by clicking on the My Transcript tab at the top of your account page.
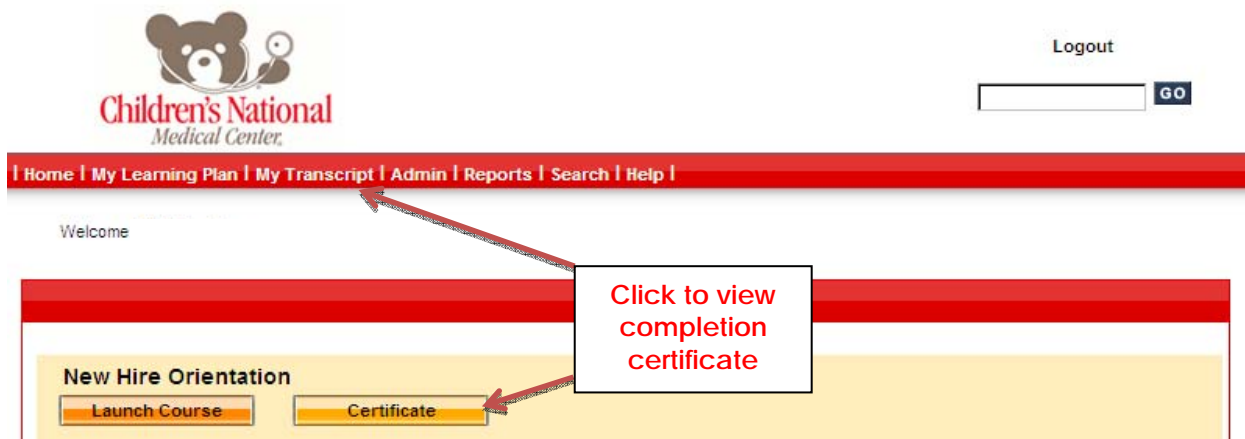
Helpful Hints

1. Do not use an iPad to take this course.
2. This course is best viewed over a broadband connection with a current/recent browser version.
3. If a slide freezes/will not move forward be sure to clear your browser history or cache
    A. This is usually accessed from the **Tools** menu →**Internet Options**
4. Disable Pop-up blockers on your browser
    A. This is usually accessed from the **Tools** menu
5. Adobe Flash player is required and should be an updated version
    A. Go to your Control Panel to see if Adobe is listed
    B. Free download at www.Adobe.com/Flashplayer
6. Java is required
    A. Go to your Control Panel to see if Java is listed
    B. Free download at www.Java.com/getjava/