

Good Day!

We are excited to have you here as a part of the UCF Family and we hope you will find working here inspiring and intellectually empowering.

To successfully complete Orientation, you must complete all modules which are delivered via Webcourses@UCF. You have two weeks from date of hire to complete the online portion. Scoring 100 percent on the assessment allows participants to receive course credit in People Soft; it is a one question quiz.

To access the online orientation please follow the instructions provided below:

1. Sign on to the portal at <https://my.ucf.edu>
2. Navigate to: Employee Self Service > Learning & Development > Request Training Enrollment
3. Search by Course Name: NEO Online Web, then select Search
4. or Search by Course Number: NEO001, then select Search
5. Select View Available Sessions, then select the highlighted session # closest to the current date/month (Regardless of the course/date you choose, this course will be available the next day) – there is no need to wait until the date/month you're enrolled in. (If today is 3/21/15, section dated 6/1/2016 or 0006 is available tomorrow (3/22/15 for example.)
6. Select continue to complete registration
7. Select submit (you will only choose to register for one class, the rest of the classes are for future new employee orientation months)
8. You can then access the course by logging into Webcourses@UCF via the my.ucf.edu portal or <http://webcourses.ucf.edu>.

Please note that your NID and NID password are required to log into the myUCF portal. If you are unsure of either press the hyperlinks located under the sign on botton. If you have any questions, don't hesitate to call us at (407) 823-0440 or send an email message to od&training@ucf.edu. We will reply to your inquiry as soon as possible.

*Note: You may need to download the latest version of Flash Player, which is free (<http://get.adobe.com/flashplayer/>).

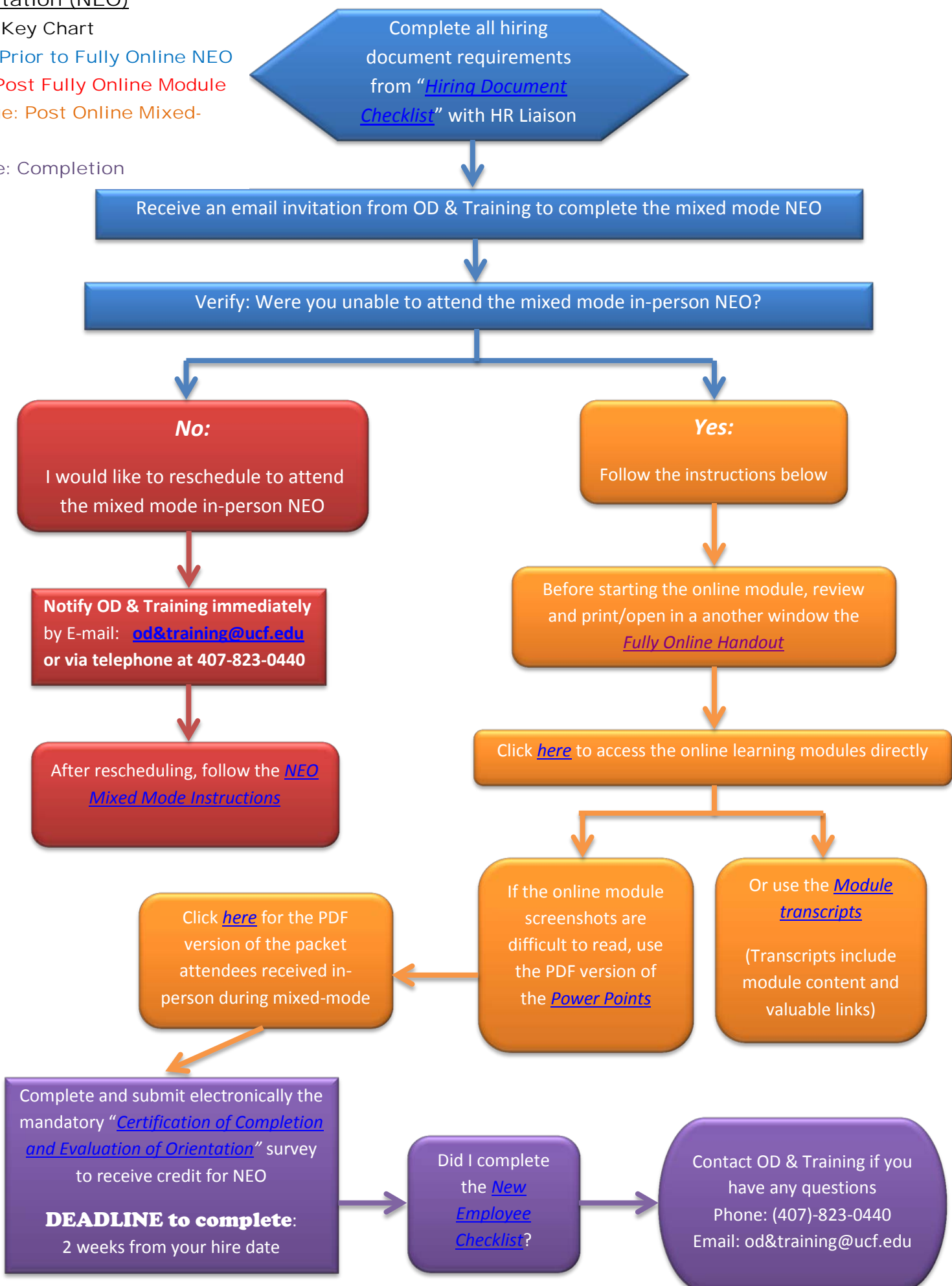
Please contact your IT support person if you need help with downloading the Flash Player.

Finally, the PDF of the flow chart for NEO is attached on the next page. Specifically, it contains the important website link and the checklist link.

Please contact OD & Training if you have any questions.

Go Knights!

Fully Online New Employee Orientation (NEO)
 Color Key Chart
 Blue: Prior to Fully Online NEO
 Red: Post Fully Online Module
 Orange: Post Online Mixed-Mode
 Purple: Completion



Complete all hiring document requirements from "Hiring Document Checklist" with HR Liaison

Receive an email invitation from OD & Training to complete the mixed mode NEO

Verify: Were you unable to attend the mixed mode in-person NEO?

No:
 I would like to reschedule to attend the mixed mode in-person NEO

Yes:
 Follow the instructions below

Notify OD & Training immediately by E-mail: od&training@ucf.edu or via telephone at 407-823-0440

Before starting the online module, review and print/open in a another window the Fully Online Handout

After rescheduling, follow the NEO Mixed Mode Instructions

Click here to access the online learning modules directly

If the online module screenshots are difficult to read, use the PDF version of the Power Points

Or use the Module transcripts
 (Transcripts include module content and valuable links)

Click here for the PDF version of the packet attendees received in-person during mixed-mode

Complete and submit electronically the mandatory "Certification of Completion and Evaluation of Orientation" survey to receive credit for NEO
DEADLINE to complete:
 2 weeks from your hire date

Did I complete the New Employee Checklist?

Contact OD & Training if you have any questions
 Phone: (407)-823-0440
 Email: od&training@ucf.edu