

How to Register New Hire for Face-to-Face Orientation

Face-to-Face New Employee Orientation Includes: PFCC, Infection Control, SEHS and I-9 Documentation

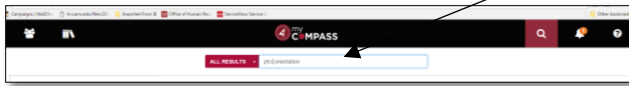
From the Hiring Manager's Dashboard

Click the **Magnifying Glass** (Search Button)



Enter the Name or Part of the Name of the Class in the All Results Box

Face-to-Face New Employee Orientation, then hit the **Enter** Button on keyboard






The class with available dates should appear in the middle or bottom of the screen below any people that might appear.

Click "View All" to see more dates.

TOP RESULTS FOR FACE TO FACE

ACTIVITY (25)

[VIEW ALL](#)



	Face-to-Face New Employee Orientation This session is required of all new employees located on the main campus. This session includes Patient Family Centered Care. ILT Course 2	SELECT
	Face-to-Face New Em This session is required of all new employees located on the main campus. This session includes Patient Family Centered Care. ILT Class 06/05/17 8:00 am CDT 06/05/17 10:00 a	SELECT
	Face-to-Face New Employee Orientation This session is required of all new employees located on the main campus. This session includes Patient Family Centered Care. ILT Class 06/19/17 8:00 am CDT 06/19/17 10:00 a	SELECT

Select the date that you want the new hire to attend orientation by viewing the date.

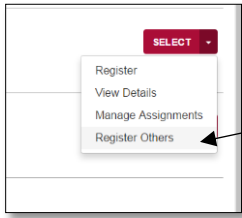
TOP RESULTS FOR FACE TO FACE

ACTIVITY (25)

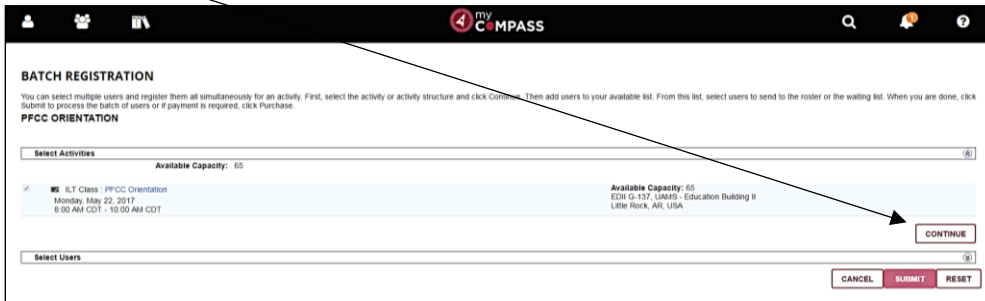
[VIEW ALL](#)

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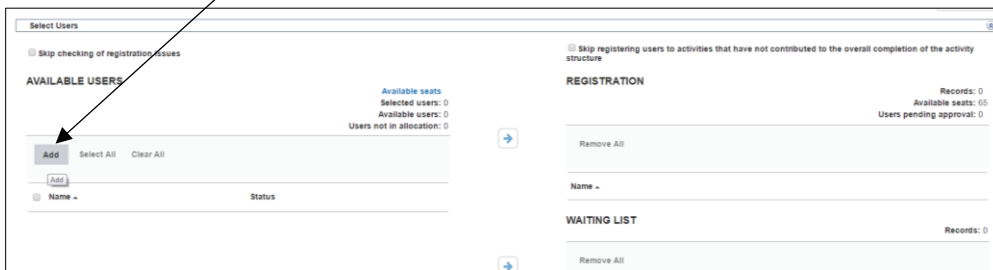
Once you select the date you would like to register your new hire for, click the drop down box under "Select"
Select **"Register Others"**



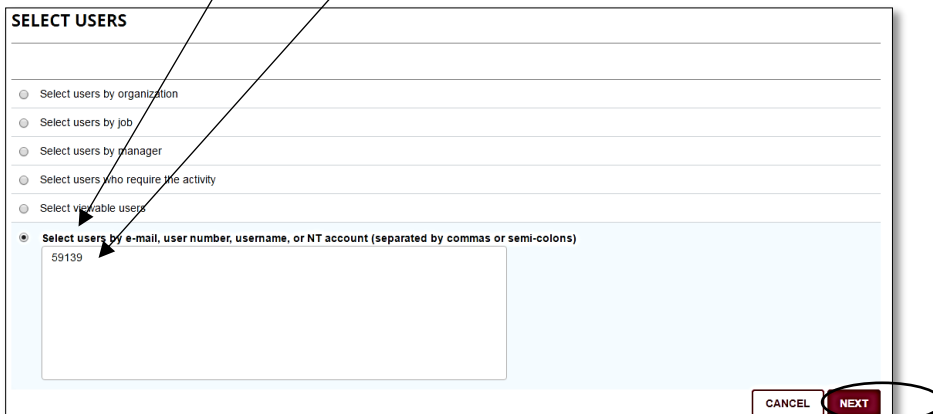
On this page you will see the Date, Time, Location of the session.
Click **"Continue"**



On this screen click "Add"

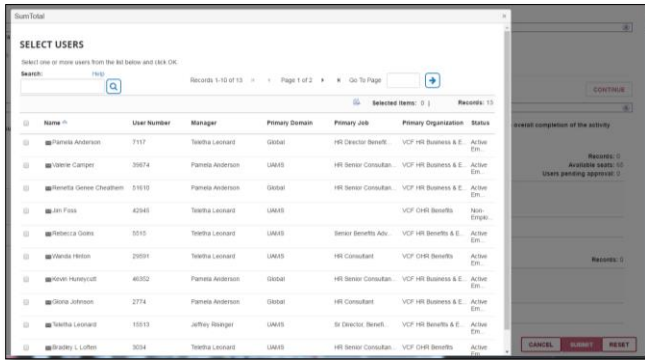


The Select Users Box will appear
Click the radio button **"Select Viewable Users"**
Click **"Next"** and all of your direct report will show up.
Or Select the radio button for **"Select User by Email, User Number..."**
Enter the SAP#, Email Address, etc in the box and Hit **"Next"**



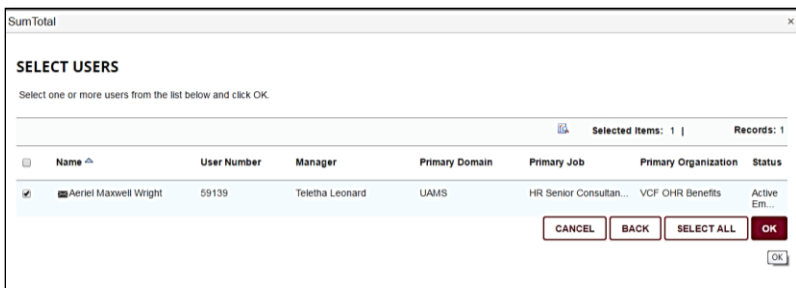
If you choose the option: "Select Viewable Users"

The Users (direct reports) will display. Here select the box next to the name of the person you would like to register. Then Click OK



If you choose the option: "Select User by Email, User Number..."

Your new hire will appear. Make sure the box next to the User's name is checked then hit "OK"

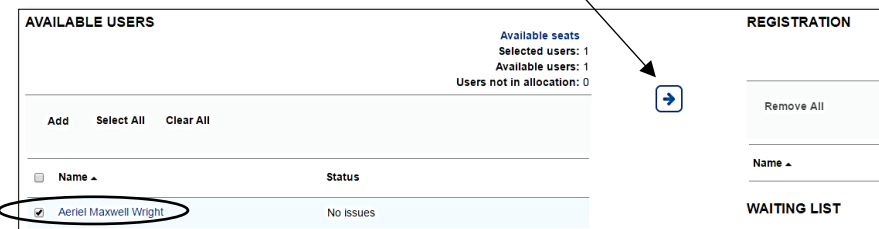


The Registration Page Will Appear. Hit the dark blue arrow

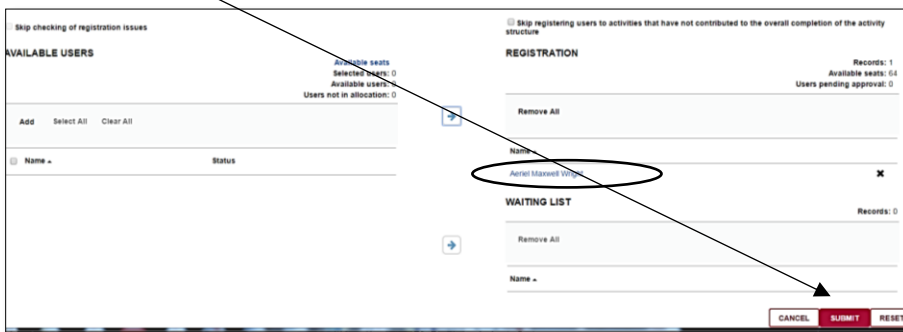
If you hover over the arrow you will see
Click the "Move User to Registration Arrow"

Move user to registration list

Move User to Registration List



You will see the new hire's name move over to the right side of the screen which is under the registration side. Hit "Submit"



Once you hit "Submit" You will advance back to your Dashboard. You are Done! Congratulations!