PURPOSE

New College of Public Health full-time employees are required to attend University and Healthcare orientations. Below are instructions for signing up for both orientations. Please make sure you receive a confirmation email from both orientations to ensure you have been officially registered.

PROCEDURE INFORMATION

<table>
<thead>
<tr>
<th>Duration: 15 Minutes</th>
<th>Contacts Involved: Julie Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Updated: 11/6/2014</td>
<td>Contact Info &amp; Involvement: Julie Johnson, 218-5416, <a href="mailto:Julie@uky.edu">Julie@uky.edu</a> Help Filling Out Forms, Provide Dept Number</td>
</tr>
</tbody>
</table>

PROCEDURE

UNIVERSITY ORIENTATION

- Open up your internet browser and go to the website: http://hr.uky.edu/TandD/neo.php
- Click on the link in the middle of the page labeled “Click Here for University New Employee Orientation Registration”
- Choose the date that you would like to attend orientation. After you have chosen your date, click on the “Register Here” link.
  - *NOTE – You must complete new employee orientation within 30 days of your start date*
• Please fill in all of the open fields.
  o For the Job Classification, please choose the appropriate classification.
  o For the most recent hire date, please include the start date of your current position with CPH
  o For the department, please choose “College of Public Health”
  o For the work address, CPH’s address is 111 Washington Ave, Lexington 40536

• After you have completed the form, please click on “Register”

• You should receive a confirmation email shortly to ensure your registration for orientation.

HOSPITAL ORIENTATION
• Open up your internet browser and go to the website: http://hr.uky.edu/TandD/neo.php
• Click on the link in the middle of the page labeled “Click Here for UK Healthcare Orientation registration”

• Click on orientation on the menu bar at the top and choose registration form from the popup menu.

• Please fill in all of the open fields.
  o For the department, please fill in your department.
  o Your department number will be ________________
  o For the manager information, please contact your immediate supervisor for their information.

• Under the “Courses” section, click on the two arrows pointing to the right labeled “UKHC New Employee Orientation”

• Choose the date that you would like to attend orientation. After you have chosen your date, click on the “Request Registration” link.
  o *NOTE – You must complete UK Healthcare orientation within 30 days of your start date

• Verify all of the information on the screen is correct and click “Finalize My Registration Request”

• You should receive a confirmation email shortly to ensure your registration for orientation.