

**New Employee Online Orientation**  
Faculty, Academic Staff, and Post Doctoral Fellows  
Updated April 2008

**Frequently Asked Questions**

- 1. Why is orientation online instead of in-person?**  
Online orientation allows you to complete orientation at your own pace and according to your own schedule. You can also access orientation information any time after completing the online modules.
- 2. What is included in the online orientation?**  
Topics discussed include: Anti-Discrimination and Sexual Harassment, Safety, HIPAA, Information Security, Ethics, Benefits, and New Hire Resources.
- 3. What if I have never logged into the Campus Information System (CIS) before?**  
If you have never logged into CIS before, go to the CIS homepage at [https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST) . On the left side click on the link that says, **What is my uNID and Password?** and follow the instructions.
- 4. How much time will online orientation take?**  
This will depend. The Anti-Discrimination/Sexual Harassment module takes an average of 20 minutes; the Safety module takes an average of 25 minutes. The HIPAA and Information Security will take about 30 minutes. Benefits module is the largest and most detailed. It will take approximately 60-90 minutes, not including time spent printing and filling out enrollment forms. The New Hire Resources module will take 5-10 minutes.
- 5. Do I have to complete the orientation in a single setting?**  
No. You can work through the modules however you wish. There is no limit to the number of times you may log in. The modules are subdivided into several different lessons, so you can easily finish a lesson, log out, and return later to finish other lessons in the module.
- 6. When should I take online orientation?**  
We recommend you get started as soon as possible. *Some benefits and programs are time sensitive.* All employees must complete the Benefits module and return the provided forms to the Benefits Department within 3-months of their hire date. If you do not enroll in benefits within this initial enrollment period you will be ineligible until the next Open Enrollment period (each April). Any questions about benefits should be directed to the Benefits Department office at 581-7447. Regular Faculty who relocate to Utah and want to take advantage of Dual Career Services to help a partner find employment need to enroll in the program within 30 days of beginning the orientation process.

**7. How will I log in to the system?**

Once your department has given you your ID number, you can log in using the uNID and Campus Information System password. Go to the following web site to access orientation: <http://www.hr.utah.edu/training/orientation/> .

**8. Do the modules include test questions?**

Yes, there are tests with the modules. You must pass the tests with 80% or better to complete your online orientation. The Benefits module does not have a test.

**9. Whom should I contact if I have trouble signing on or completing the modules?**

Contact the person in your department who gave you your uNID or contact your Human Resources Service Team. You can find your HR Service Team at the HR Website <http://www.hr.utah.edu/contact/search/> by entering your department name in the drop down box.

**10. Where do I find instructions for completing the online modules?**

The HR website contains a set of basic instructions that you can download and print. You will find this document at <http://www.hr.utah.edu/training/orientation/>.

**11. What should I do if I cannot use the online orientation system due to a disability?**

You can contact the Office of Equal Opportunity and Affirmative Action to request an accommodation. Contact OEO/AA at 581-8365.