How to Access & Complete Online New Employee Orientation

Welcome to the University! As an employee of the University of Utah there are some important things you need to know. Online new employee orientation will introduce you to the University community, and provide you with information regarding the valuable resources available to you.

Before You Begin:

If you are a new employee and logging into online orientation for the first time:

- You need to change your password in Campus Information Services (CIS).
  To do this, go to https://gate.acs.utah.edu/

Things you will need: your uNID and password

- Your uNID is your employee ID# where the first zero has been replaced with a lower case “u”. Example: 00012345 = u0012345.
- If you have never logged into CIS your default password is your birthdate in MMDDYY format. You are required to change it to a secure password the first time you log into CIS.
To Access Online New Employee Orientation:

- Type in address: [http://www.hr.utah.edu/training/orientation.php](http://www.hr.utah.edu/training/orientation.php)
- Choose the appropriate link depending on where you work on campus.

- Click on the link that says Online Orientation
- You will have to log in using your uNID and password.

- Once you log in you will see your new employee orientation course in the Canvas system.
• Click on the link that says “click here to start” to access the first of your new employee orientation modules.

• When you’ve gone through all the slides you can just close the window. Make sure you take any corresponding quizzes to receive credit for the lesson. If a lesson has a quiz, click on the quiz and answer all questions.

• Once you’ve gone through all the assigned training modules, you have completed New Employee Orientation!
  • Health Sciences Employees will also need to complete necessary regulatory training. To do this, visit https://hrit.utah.edu/lms/#/
  • You will not receive a certificate of completion, but don’t worry, we keep track of that for you.
  • **Make sure** you fill out the benefit enrollment forms and submit them to benefits within 90 days of your hire date.
  • If you have any questions, please contact Nathan Aldrich by phone at (801) 585-2300, or by email at Nathan.aldrich@utah.edu