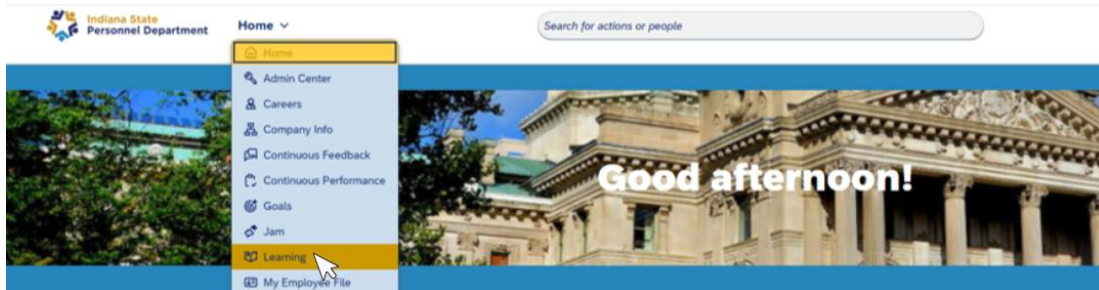


E-Orientation Course Guide

Accessing your e-Orientation Course

To launch your e-Orientation courses, log onto SuccessFactors. For help logging in, please work with your supervisor.

Once logged on, navigate to the **Home** drop down menu and select **Learning**

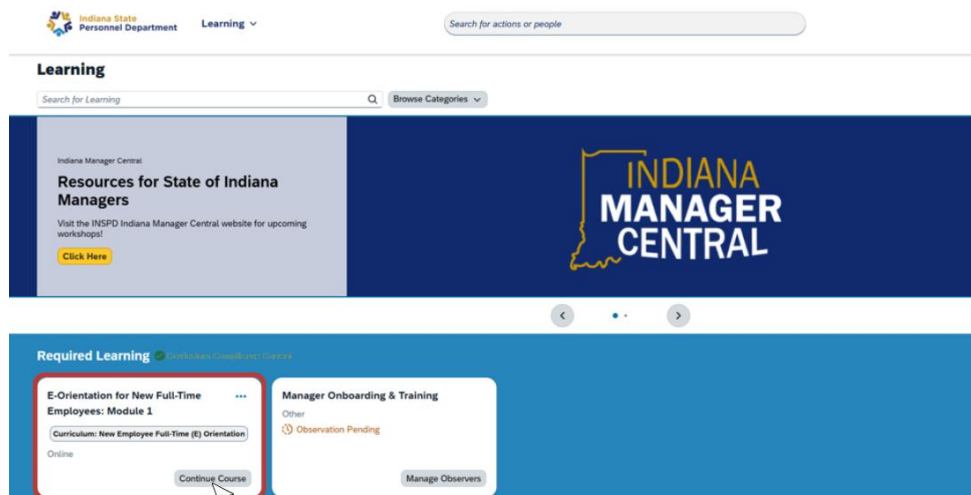


Once the Learning page has loaded, scroll down to the **Required Learning** section. Your required e-Orientation training will be in this area.

From this area, you are able to launch your e-Orientation modules by selecting **Start Course** (or **Continue Course** if you had previously launched the module).

Your course will either be called:

- *New Employee Orientation Full-Time Version*
- *New Employee Orientation Part-Time Version*
- *New Employee Orientation Intermittent Version*

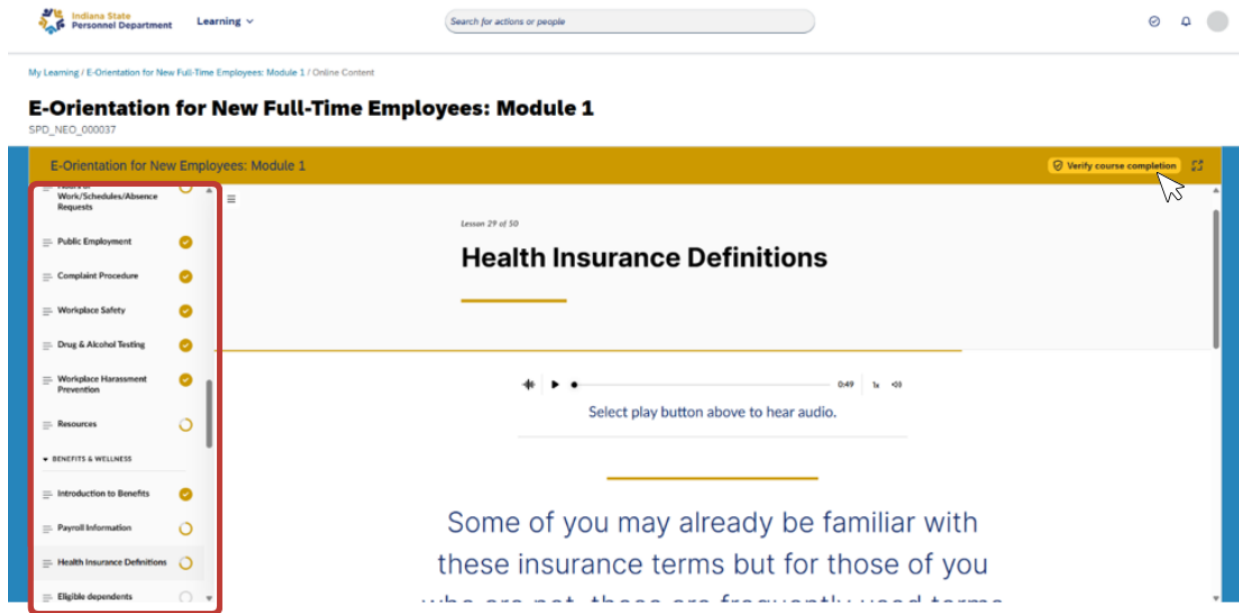


This Course Guide is intended for general reference only and does not replace direction or support from your supervisor when completing this training. If you have questions about the material in this Course Guide, please contact INSPD Learning & Development at: SPDtraining@SPD.in.gov

Please note that any required New Hire Computer Based Trainings will be in the Required Learning section of SuccessFactors.

Navigating the e-Orientation Module

Selecting **Start Course** or **Continue Course** will open the module for you to begin your training. The training has a **Navigation** pane on the left that outlines the content that will be covered. Once a section is complete, a checkmark will appear next to the title of that section.



Once all the lessons have been completed, you **must select Verify Course Completion** in the upper right-hand corner to indicate in the system that the training was successfully completed.