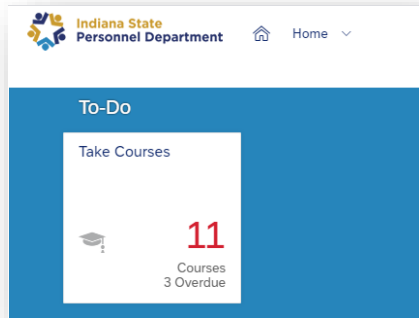




To access this course, please log into SuccessFactors (for help logging in, please see the [SuccessFactors Learning Management System User Login Guide](#)).

You can access the module from your homepage two different ways.



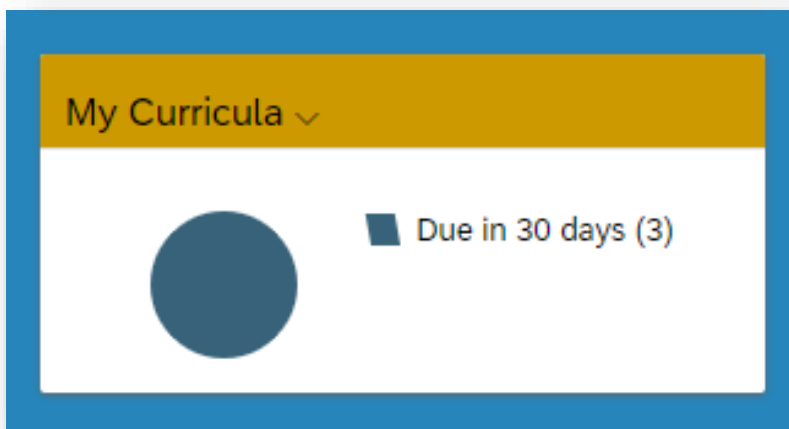
1. Select the learning **To-Do** tile from your homepage. A pop-up window will appear.

2. Navigate to the learning section of SuccessFactors by selected **Learning** from the dropdown menu at the top of the page

---OR---



3. Select the **My Curricula** tile in My Learning.





4. Under **My Curricula** select **New Employee E-Orientation Full-Time Version**.

**note: if you have multiple items in your learning assignments or curricula, you may need to scroll down to locate the module(s).*

Curriculum Title	Status	Priority	Next Action ...
New Employee E-Orientation Full-Time Version		N/A	11/30/2020
New Employee E-Orientation Intermittent Version		N/A	11/30/2020
New Employee E-Orientation Part-Time Version		N/A	11/30/2020

5. To launch the first module, select **Start Course** (if you have already launched the course, but not completed, select **Continue Course**).



For questions about the content of this document, please contact the INSPD Learning & Development division, spdtraining@spd.in.gov.



6. There are **ten modules** for completion within the New Employee E-Orientation Full-Time Version, which includes nine computer-based trainings and one document.

NOTE: New Employee Orientation Online Packet, although classified as an ELRN, is a URL that must be clicked on to launch. This module will be marked as complete upon launch. DCMT should do the same i.e. mark complete upon launch. Each computer-based training will say “ELRN” below the course title. This helps you to know type of material each module consists of. Those that are documents for review will say “DCMT.” DCMT modules will be marked as complete upon launch.

Back
New Employee E-Orientation Full-Time Version

ID: SPD_NEO_000001 PRIORITY: N/A
Assigned by Admin

Welcome to Indiana State Government! This course will provide you information on our state health coverage, state policies and procedures, our performance management process and much more to help you integrate into our organizational culture. This course was developed for new full-time employees and will cover specific information to bring a new employee onboard and to ensure they have received all information needed to start payroll and complete all required forms and training.

Incomplete

Assignments By Suggested Order

1		RECOMMENDED New Employee Orientation Online Packet ELRN SPD_NEO_000010 rev.1 11/1/2020	<input type="button" value="START COURSE"/>
2		REQUIRED New Employee Welcome & Paperwork ELRN SPD_NEO_000011 rev.1 11/1/2020	Completed 11/23/2020
3		REQUIRED Indiana State Employee Benefits 2020 ELRN SPD_COMP_000006 rev.1 10/26/2020	<input type="button" value="START COURSE"/>
4		RECOMMENDED Wellness Program Overview ELRN SPD_NEO_000013 rev.1 10/28/2020	Completed 11/8/2020
5		11/30/2020 REQUIRED State of Indiana Acknowledgement of Standardized Policies and Employee Handbook DCMT SPD_NEO_000020 rev.1 11/1/2020	<input type="button" value="START COURSE"/>
6		RECOMMENDED State Policies ELRN SPD_NEO_000015 rev.1 10/28/2020	Completed 11/8/2020
7		RECOMMENDED Indiana Public Retirement System (INPRS) ELRN SPD_NEO_000017 rev.1 10/28/2020	Completed 11/8/2020
8		RECOMMENDED Hoosier S.T.A.R.T. ELRN SPD_NEO_000018 rev.1 10/28/2020	Completed 11/8/2020
9		RECOMMENDED College Choice ELRN SPD_NEO_000016 rev.1 10/28/2020	Completed 11/8/2020
10		RECOMMENDED New Employee Required Online Training ELRN SPD_NEO_000019 rev.1 11/1/2020	<input type="button" value="START COURSE"/>

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