

New Employee Virtual Orientation

Intended Audience: Hiring managers and new employees recruited and hired through the **Human Resources Department**.

New Employee Orientation is an on-line experience in *your department*.

Your Employee's First Day:

- ◆ Park in the Visitor Parking Garage.
- ◆ Pick-up ID badge and orientation packet at the CAB or Jacobsen Hall.
- ◆ **UUP** represented employees will meet with the union at the CAB on the Thursday start date, 8:15-9AM. **UUP** represented employees will report to their department at **9AM**.
- ◆ Report to the department.

***** PLEASE CONTACT THE NEW EMPLOYEE TO COMMUNICATE WHERE TO REPORT/WORK LOCATION*****

CSEA Union Information

- ◆ **CSEA** will invite new employees to attend a live informational session. The informational sessions are typically held on Thursdays, 11:30AM-12:15PM. Please allow time for their attendance.

Manager's First Day To Do List:

Computer Access

- ◆ Provide a computer in a low traffic area for approximately a 2-3 hour timeframe.
- ◆ Computer Access Instructions: [Click Here](#)
- ◆ Having Trouble? Contact the IMT Help Desk at 315-464-4115.

New Employee Orientation and Mandatory Educations via Blackboard

Blackboard Login Instruction

- ◆ From any Upstate computer, using the web browser Firefox go to bb.upstate.edu
- ◆ Log into Blackboard with their Universal Username and Password.

Blackboard "My Training" Instructions:

- ◆ Once logged into Blackboard, at the top of the screen, select the "**My Training**" tab.
- ◆ Assigned courses will show under "Active Courses." As completed, they will show under "Completed Courses".
- ◆ Learning Paths show assigned courses with completion dates. Depending on their role, they may be enrolled in 1 or more Learning Paths.
- ◆ Blackboard questions, contact Lauren Shepard at 315-391-7983.

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Parking Information

- ◆ Park in the East/Visitor Garage
- ◆ Parking will be validated
- ◆ Parking Sign-up: [Click Here](#)

Benefits Information

- ◆ Benefits Information: [Click Here](#) Benefits packet, presentation and sign-up instructions will be handed out at badge pick-up. There is **NOT** a live presentation.
- ◆ Questions: Kathi Exner via e-mail or 315-464-4941

New Employee Orientation Packet

- ◆ All new employees will receive a packet with information on:
 - ⇒ How to log into the computer for the first time
 - ⇒ How to log into the on-line learning system, Blackboard
 - ⇒ Parking sign-up instructions and 2 stickers to validate parking in the visitor garage

Questions about New Employee Orientation

- ◆ Contact: Megan Chase by e-mail or at 315-464-4970