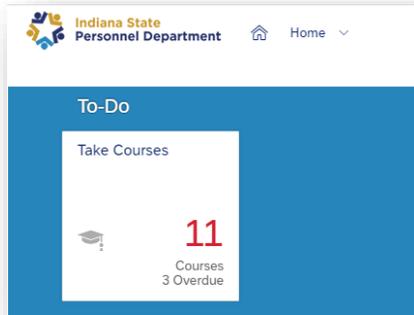To access this course, please log into SuccessFactors (for help logging in, please see the SuccessFactors Learning Management System User Login Guide).

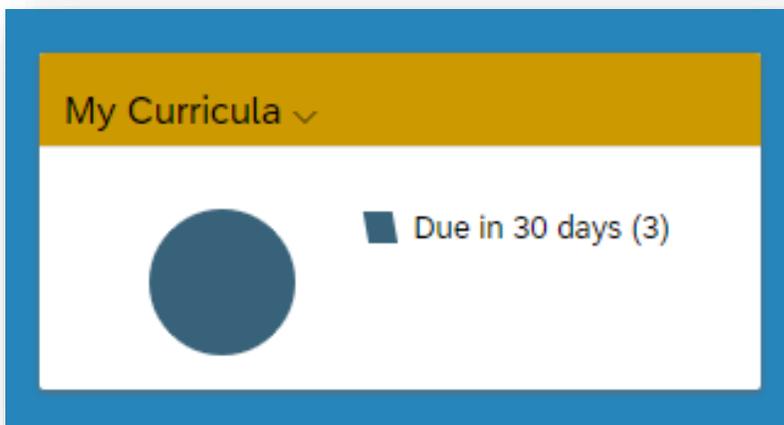You can access the module from your homepage two different ways.

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.

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4. Under **My Curricula** select **New Employee E-Orientation Part-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**).

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6. There are **seven modules** for completion within the New Employee E-Orientation Part-Time Version, which includes six 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.

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