# New Employee Orientation in the LMS

Once a new employee's action is worked in BEACON/SAP, they will be assigned New Employee Orientation.  This is what their transcript will look like:



If an employee is pre-registered to attend a New Employee Orientation session then once they are registered for a session, their transcript will look like this:



Once the employee completes the New Employee Orientation event as directed by their division, section, or supervisor, their attendance for that event must be entered in the LMS by the appropriate facility designee (LMS Basic ILT, aka:  Training Coordinator, Training Specialist, Instructor, etc.).  Once their attendance is given, their transcript will look like this:



Session must be added by Basic ILT as Assign, Approve, Register.  DO NOT add to roster as Completed.  If so, the acknowledge status will not appear and the employee CANNOT complete this step. Once the employee acknowledges the training, it changes to COMPLETE status.

**The employee will then complete the acknowledgement by clicking on ACKNOWLEDGE:**

I certify that I have completed the New Employee Orientation program. I have been provided with a New Employee Orientation Manual or have been advised how to access the manual online. I understand that it is my responsibility to read, understand, and adhere to the policies, provisions, and processes contained in the New Employee Orientation Manual. Further, I understand that it is my responsibility to contact the appropriate manager at my work location for an explanation if I have questions concerning any of the information contained in the New Employee Orientation Manual or the New Employee Orientation Program.

Cancel    Acknowledge

**Then their transcript will look like this:**

Welcome    NC Learning Center

Search

My Account | Log Out | Help

Home    Learning    Reports

Transcript: Tracey Clarke

Use the transcript to manage all active training.

You have completed 50 hours (cost: $.00) of aggregate training for the fiscal year ending 6/30/2014

Tracey Clarke

**Transcript: Tracey Clarke**

Active    Completed    Archived

Add External Training

Title    All Training    « Previous 1-13 of 13 Next »

| Title | Type | Completed Date | Status | Options |
|---|---|---|---|---|
| New Employee Orientation (HR) (Starts 10/21/2013) | Session | 10/22/2013 | Completed | Evaluate |

**Their supervisor will see this:**

David Shehdan
Director of Human ...

Activities    Profile    Calendar    Comments

01 - 04
05 - 06

Tracey Clarke
Processing Assista...

Actions ▾

View: ○ Active  ● Completed  ○ Archived

| Title ▲ | Completion Date | Status | Options |
|---|---|---|---|
| BN200 - Display Benefit Enrollments | 8/1/2013 | Completed | |
| New Employee Orientation (HR) | 10/22/2013 | Completed | |
| OM200 - Organizational Management Overview | 8/5/2013 | Completed | |
| PA200 - Personnel Administration Overview | 8/27/2013 | Completed | |
| PA210 - PA Terms Concepts and Display Data | 7/15/2013 | Completed | |
| PREA Hiring and Promotion Prohibitions | 8/19/2013 | Completed | |