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:

velcome	NC Learning Ce	enter	Search	My Account Log Out
ne Learning		R		
e transcript: Brian Murray e transcript to manage all acti ave completed 10 hours (cost:				
Brian Murray	Transcript: Brian Murray Active Completed Archived			
Brian Murray				
Brian Murray	Active Completed Archived	– – Q		« Previous 1-3 of 3 💌 No

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:

Welcome	NC Learning Center	er		Search	My Account
Home Learning					
Transcript: Brian Murray Use the transcript to manage all active You have completed 10 hours (cost: \$					
Brian Murray	Transcript: Brian Murray Active Completed Archived				
	Add External Training Title All Training Q				« Previous 1-3
	Title Image: New Employee Orientation (HR (Starts 10/22/2013)	Type Session	Due Date 11/21/2013	Status Registered	

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:

Welcome	NC Learning Ce	nter		Search	Ny Account Log Out Help	by Basic ILT as Assign,
Home Learning Repo					and success to an a second state	Approve, Register. DO
Transcript: Tracey Clark	U					NOT add to roster as
Jse the transcript to manage all active						Completed. If so, the
You have completed 46 hours (cost: :	1.00) of aggregate training for the fiscal year ending 6/30/2014					acknowledge status will
2	Transcript: Tracey Clarke					not appear and the
Tracey Clarke	Active Completed Archived					employee CANNOT
	Add External Training				(a) [h]	complete this step. Once
	Title All Training	I Q			« Previous 1-4 of 4 💌 Next »	the employee
	Title	Type	Due Date	Status	Options	
the state	New Employee Orientation (HR) (Starts 10/21/2013)	Session	None	Pending Acknowledgment	Acknowledge Evaluate	acknowledges the
	New User Quick Reference Card - NC Learning Center	General	None	Registered	Launch Mark Complete	training, it changes to
	a particular and a second s					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	er	Sea		Account Log Out Help
Home Learning Rep	orts Ţ				
Franscript: Tracey Clarl Jse the transcript to manage all acti You have completed 50 hours (cost:					
Tracey Clarke	Transcript: Tracey Clarke Active Completed Archived				
	Add External Training Tritle All Training			« Previc	Dus 1-13 of 13 💌 Next »
	Title Title New Employee Orientation (HR) (Starts 10/21/2013)	Type Session	Completed Date 10/22/2013	Status Completed	Options Evaluate

Their supervisor will see this:

David Shehdan Director of Human	Activities Profile	Calendar	Comments	
01 - 04	Actions 🔻		View: C Active O Comp	Pleted C Archived
05 - 06	Title 🔺	Completion Date	Status	Options
•	BN200 - Display Benefit Enrollments	8/1/2013	Completed	
	New Employee Orientation (HR)	10/22/2013	Completed	
<i>a</i>	OM200 - Organizational Management	8/5/2013	Completed	
Tracey Clarke	PA200 - Personnel Administration Overview	8/27/2013	Completed	
Processing Assista	PA210 - PA Terms Concepts and Display Data	7/15/2013	Completed	
	M DDFA IIIdaa aad Daamadaa Daabibidaaa	0/40/0040	0	