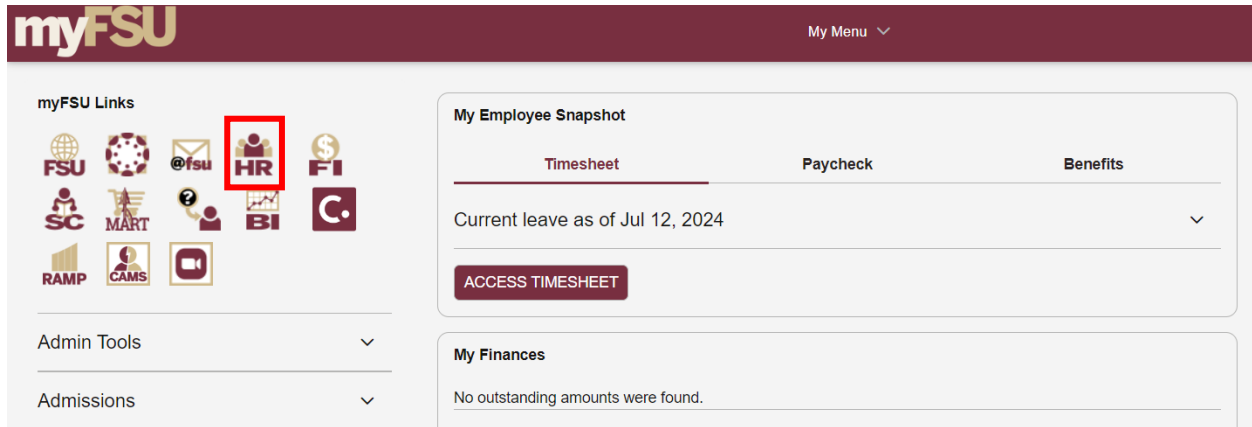
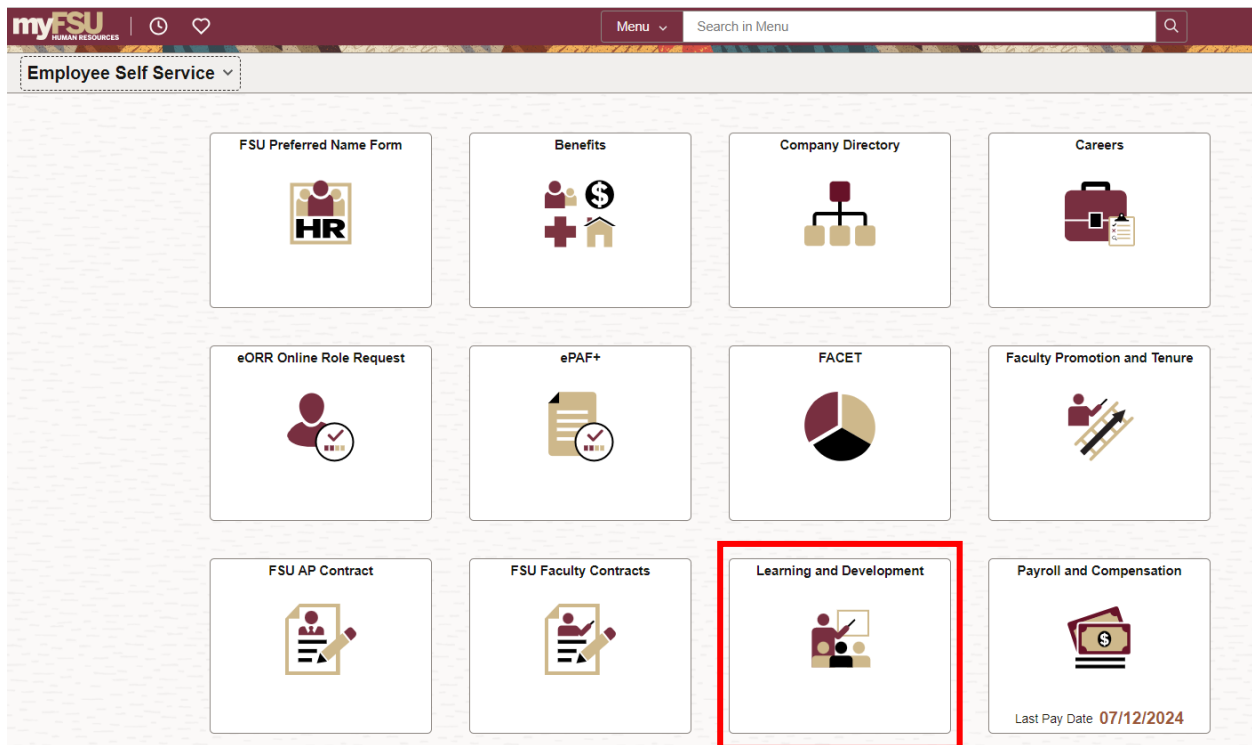


How to Register for New Employee Orientation

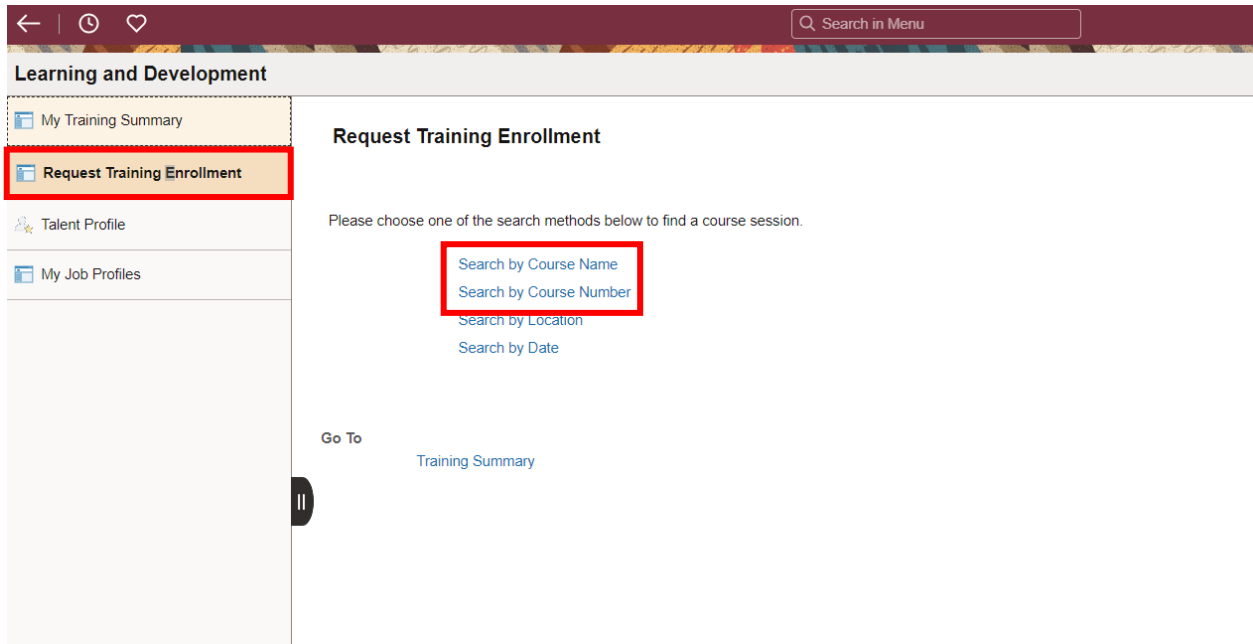
Go to my.fsu.edu and log in using your FSU ID and password. Click the **HR icon** located in MyFSU Links to access the Employee Self-Service Menu.



Click the **Learning and Development** icon in the Employee Self-Service Menu.

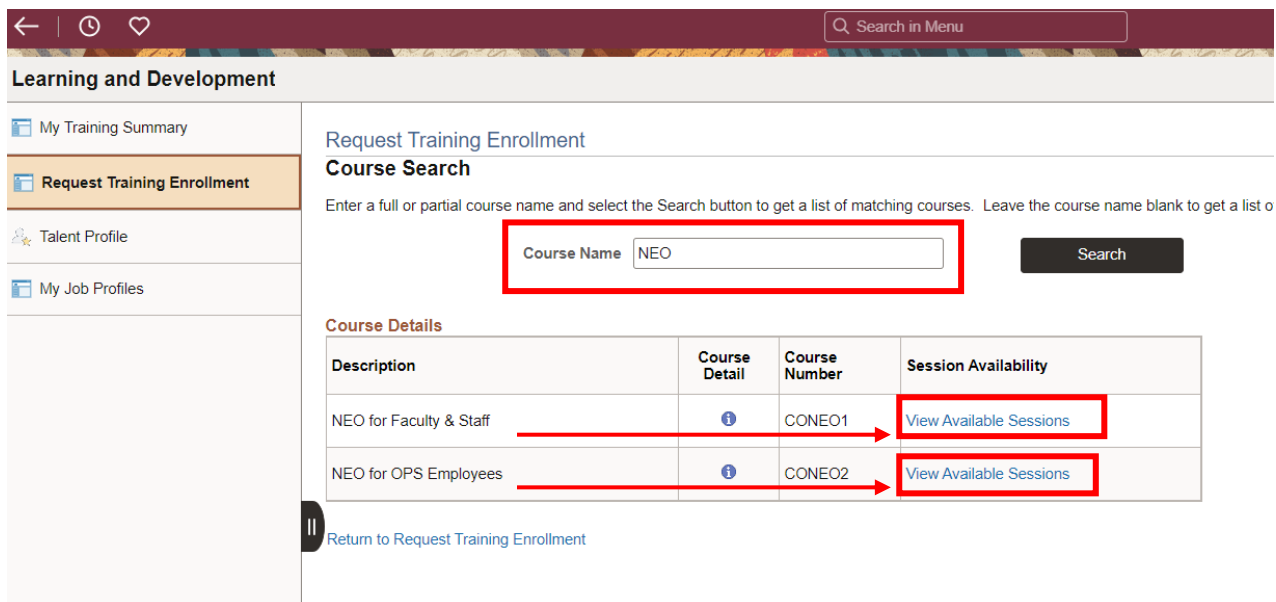


Select **Request Training Enrollment** and choose one of the search methods.



There are two ways you can search for the available NEO sessions.

Search by **Course Name** by typing **NEO** in the search box.



If searching by Course Name, please click **View Available Sessions** of the session availability that **matches your job classification (i.e., faculty & staff or OPS)**.

You can also search by **Course Number**, if you prefer, by typing the course number into the search box. Use CONEO1 for the faculty/staff new employee orientation and CONEO2 for the OPS new employee orientation.

Search **CONEO1** – for the faculty/staff new employee orientation.

The screenshot shows the 'Request Training Enrollment' page with the 'Course Search' section. The 'Course Number' input field contains 'CONEO1' and is highlighted with a red box. A 'Search' button is visible to the right. Below the search section is a 'Course Details' table with one row for CONEO1.

Course Number	Description	Course Detail	Session Availability
CONEO1	NEO for Faculty & Staff	i	View Available Sessions

Search **CONEO2** – for the OPS new employee orientation.

The screenshot shows the 'Request Training Enrollment' page with the 'Course Search' section. The 'Course Number' input field contains 'CONEO2' and is highlighted with a red box. A 'Search' button is visible to the right. Below the search section is a 'Course Details' table with one row for CONEO2.

Course Number	Description	Course Detail	Session Availability
CONEO2	NEO for OPS Employees	i	View Available Sessions

Click **View Available Sessions** to continue with enrollment of your choice. Please be sure you register for the correct course (i.e., Faculty & Staff or OPS Employees).

Request Training Enrollment Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of

Course Name:

Course Details

Description	Course Detail	Course Number	Session Availability
NEO for Faculty & Staff	i	CONE01	View Available Sessions
NEO for OPS Employees	i	CONE02	View Available Sessions

[Return to Request Training Enrollment](#)

Click the **Session number** (the example below is for the OPS session).

Request Training Enrollment View Available Sessions

CONE02 NEO for OPS Employees

Click on a session number in the list below to view session details or to request enrollment in the session.

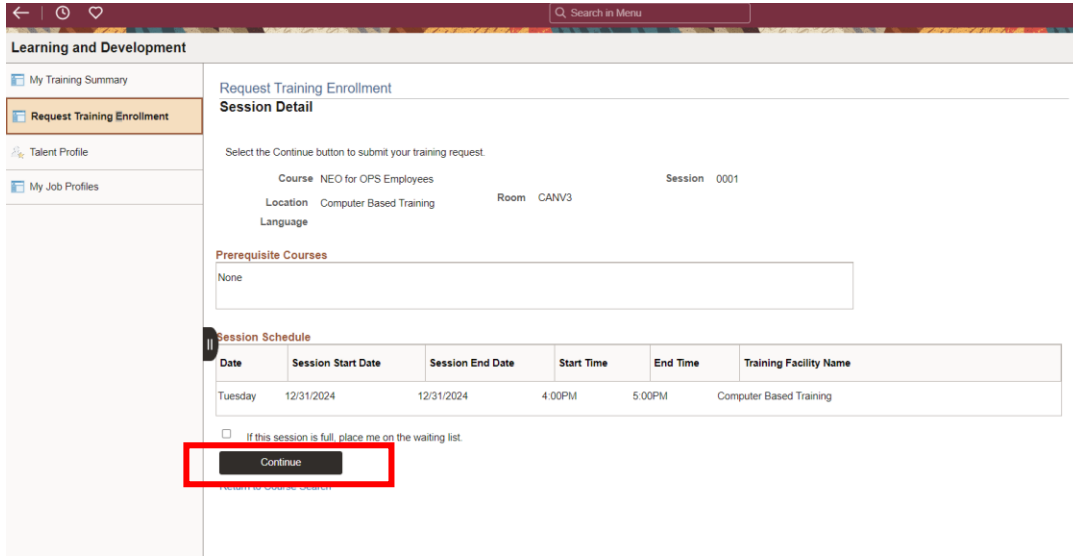
Course Session Details

Session	Location
0001	Computer Based Training

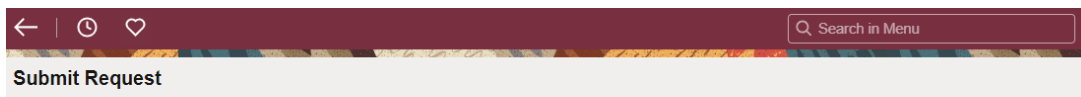
[Return to Course Search](#)

On the next screen, you will have the opportunity to review the session details. Please make sure you are requesting enrollment for the correct NEO session (i.e., faculty & staff or OPS employment). If you are uncertain about the status of your employment, please contact Human Resources Training at (850) 644-8724.

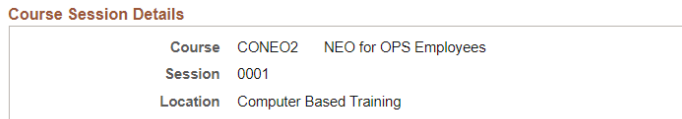
Click **Continue**.



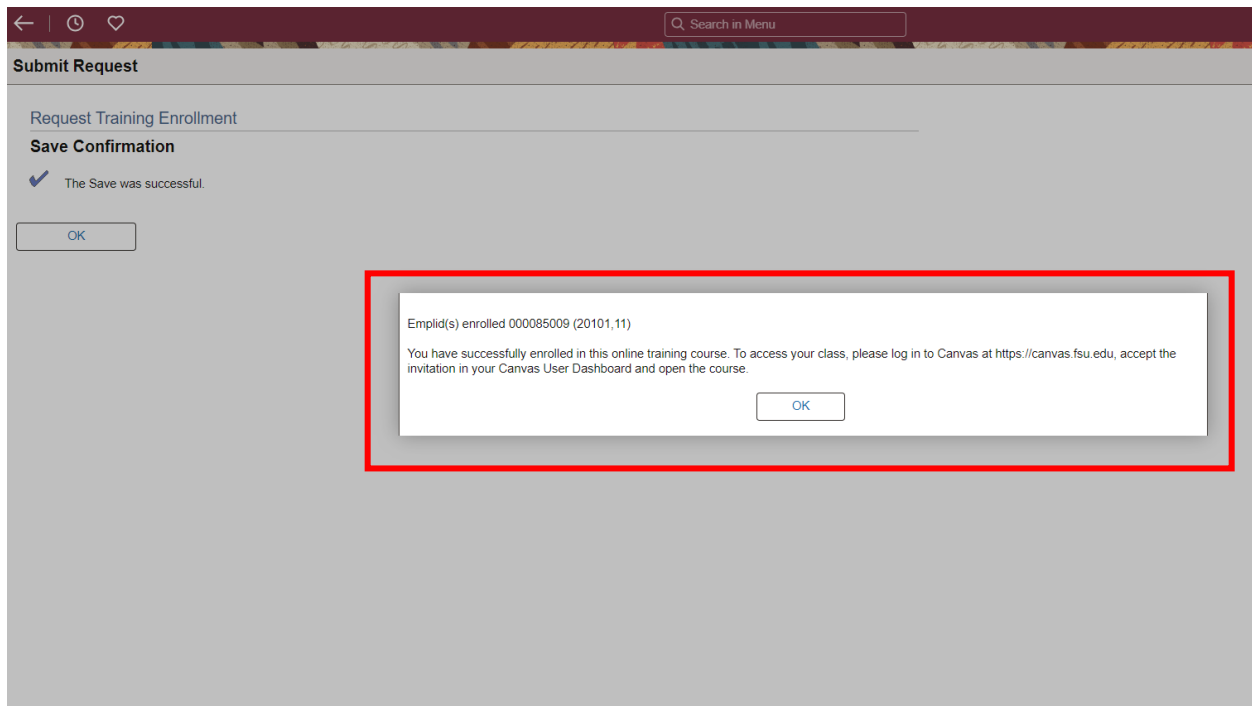
Click the **Submit** button to complete your request.



Select Submit button on the page to complete your request.



On the next screen, you should receive a confirmation message.



Now, you can visit <https://canvas.fsu.edu> to accept the invitation in your Canvas Dashboard and open the New Employee Orientation course.

