Welcome to the Johns Hopkins University! You are entering into a unique community that is stimulated by the growth and success of its employees. A special New Employee Orientation program was created to help familiarize you with the Hopkins community, its history, philosophy, values and goals. You will be provided with an overview of the university's organizational structure, policies, procedures and performance expectations. For your convenience, New Employee Orientation is now available online. This online program was created to allow you to complete orientation as your schedule allows.

**Directions to register and complete General Orientation (you must have a valid JHED ID & password)**

1. In order to access the online orientation, please confirm with your manager or department administrator that you have a JHED ID and password. If you need further assistance with your JHED ID and password, call the IT@Johns Hopkins Help Desk at 410-516-HELP (during regular business hours). It is also helpful if your payroll record has been entered and approved in the SAP HR system.

2. Disable all pop-up blockers on your computer.

3. Navigate your internet browser to [http://learning.jhu.edu](http://learning.jhu.edu)

4. Log in using your JHED Login ID and Password

   **Note:** If you are asked to enter a ‘registration key’, your SAP payroll record has not been processed and transferred into the myLearning database yet and you have not had your JHED account created. Contact your departmental JHED administrator to create your JHED account. Wait 24 hours to access the myLearning system, to allow for your JHED record to be added to the database.

5. Click **Course Catalog** (blue box on at the far left) Then, click the **Catalog** tab.

6. Click **Human Resources and Orientation**

7. Scroll down and click on **New Employee Orientation – JHU**

   **Note:** If you do not see **New Employee Orientation – JHU** listed as an option, your department may not have entered you as a JHU employee in the SAP payroll system. Please contact your department administrator to check the status of your SAP payroll record.

8. Click the **Add To My Plan** button Add To My Plan button → Click the **Next** button → Click the **Done** button. You are now enrolled in the course!

9. Click **My Learning Plan** (the blue button on the left side of the screen). Under “Self-Enrollments,” click the course name, **New Employee Orientation – JHU**.

10. Scroll down the screen. You’ll see a list of the modules that make up this course. Begin by clicking the first module, **NEO 00: Navigation**. It will launch in a new window. (If the course fails to launch, you must disable all pop-up blockers.) Once you’re done viewing this content, close the new window to return to your list of modules. Click the next module on your list to continue.

11. Complete all of the modules. Confirm your receipt of and download the online staff handbook. Note: The course should now be marked as ‘Completed’ when you click My Learning History.

   **If you have problems launching the e-course, please send an email including your JHED ID and a detailed description of your problem to new_employee@jhu.edu**
Benefits E-Course Directions

Johns Hopkins University seeks to be the employer of choice by offering a comprehensive and competitive benefits program to meet the needs of its faculty and staff. The benefits orientation was created to provide an overview of the programs available to you.

**Directions to register and complete Benefits Orientation (you must have a valid JHED ID & password)**

1. You will need your JHED identification and password.
2. Disable all pop-up blockers on your computer.
3. Navigate your browser to [http://learning.jhu.edu](http://learning.jhu.edu)
4. Login using your JHED Login ID and Password

   **Note:** If you are asked to enter a ‘registration key’, your SAP payroll record has not been processed and transferred into the myLearning database yet and you have not had your JHED account created.
   Contact your departmental JHED administrator to create your JHED account. Wait 24 hours to access the myLearning system, to allow for your JHED record to be added to the database.
5. Click Course Catalog (blue box on at the far left). Then, click the Catalog tab.
6. Click Human Resources and Orientation
7. Scroll down to and click on [Benefits Orientation - JHU Faculty and Staff](#) if you are a JHU faculty or staff member
   or
   If you are a bargaining unit employee, click on [Benefits Orientation - JHU Bargaining Unit Employees](#)
8. Click Take Course
9. Complete the e-course.
   **Note:** The course should now be marked as ‘Completed’ when you click My Learning History.

If you have questions about benefits enrollment, benefits packets or need further information on the benefits programs, please call a Benefits Service Center representative at 410-516-2000 during regular business hours.