

New Employee Orientation (NEO) Self-Study Instructions

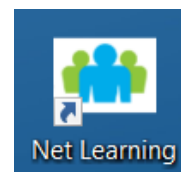
*This course must be completed within **30 days** of your start date.*

NOTES: To complete this course you will need to obtain your Employee ID number, MHS Network ID, and Temporary Password from your Supervisor.

- It will take a minimum of 2 hours to complete the course.
- Use headphones while watching videos or be in a location where the audio won't be disruptive.
- To request videos with Closed Captioning, email Emily Paxton (emily.paxton@nmhs.org).

To access from a Methodist Health System computer ON CAMPUS:

1. Double click the desktop icon shown to the right >>>
2. A login screen will appear: enter your **Employee ID #** for **both** your **Username** and **Password**.
3. Make the page full screen for best access; you should see **New Employee Orientation** listed under the *To Do List* tab in the center of the page.
4. Click **Launch** to load the course and then click the Play button to begin
5. Review all materials and take the Orientation Survey to complete the course
6. Confirm that the course moved to the *Completed List* tab to ensure credit is received. If this does not happen, contact the IT Service Desk at ext. 2280.



To access NetLearning from HOME:

Technical Notes: Your home computer must have Google Chrome and Microsoft Excel.



1. Open **Google Chrome** (do not use Internet Explorer or Firefox)
2. Go to www.bestcare.org
3. Scroll to the bottom of the screen, and click **Employees** in the lower left corner
4. Select **NetLearning**
5. A login screen for NetLearning will appear: enter your **Employee ID #** for **both** your **Username** and **Password**.
6. When the page opens, select **New Employee Orientation** under the *To Do List* tab.
7. Click **Launch** to load the course and then click the Play button to begin
8. Review all materials and take the Orientation Survey to complete the course
9. Confirm that the course moved to the *Completed List* tab to ensure credit is received. If this does not happen, contact the IT Service Desk at ext. 2280.

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