

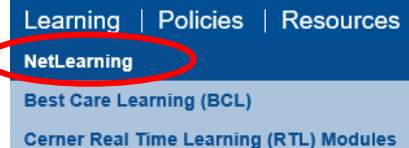
# New Employee Orientation (NEO) Self-Study Instructions

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

**NOTES:** Before starting, obtain your Employee ID #, MHS Network ID, and Temporary Password from your Supervisor. It will take a minimum of 2 hours to complete the course; we recommend spending 2-4 hours reviewing the materials.

## To access from a Methodist Health System computer ON CAMPUS (recommended):

1. Open **Internet Explorer** (do not use Google Chrome, or Firefox)
2. You should be at the **mhsintranet** home page
3. Hover over the **Learning** dropdown menu in the center of the blue bar at the top of the screen
4. Select **NetLearning**
5. A login screen will appear: enter your **Employee ID #** for **both** your **User Name** and **Password**.
6. When the page opens, select **New Employee Orientation** in the left column under My Courses/Classes.
7. After reviewing the course materials, complete the quiz and survey to receive credit for the course.
8. When you have passed the course, it will transfer to the right column under myCompletions.



## To access from Home:

Technical Notes: Your home computer must have Microsoft Office, and Windows Media Player must be your default video player to complete New Employee Orientation at home. If your home computer does not have these applications, please complete NEO on campus. The MHS IT Service Desk does not provide technical support for problems encountered while completing at home.

1. Open **Internet Explorer** (do not use Google Chrome, or Firefox)
2. Go to [www.bestcare.org](http://www.bestcare.org)
3. Scroll to the bottom of the screen, and click on **Employees** in the lower left corner
4. Select **NetLearning**
5. You will be prompted to enter your MHS Network ID and Password. Depending on the two-factor identification you have been setup for, you will either receive a phone call, text message, or you will have a hardware token that generates a 6 digit number. Enter this code on the Secure Login screen.
6. A login screen for NetLearning will appear: enter your **Employee ID #** for **both** your **User Name** and **Password**.
7. When the page opens, select **New Employee Orientation** under the *To Do List* tab.
8. After reviewing the course materials, complete the quiz and survey to receive credit for the course (you need at least 80% to pass the quiz).
9. When you have passed the course, it will transfer to the *Completed List* tab.

