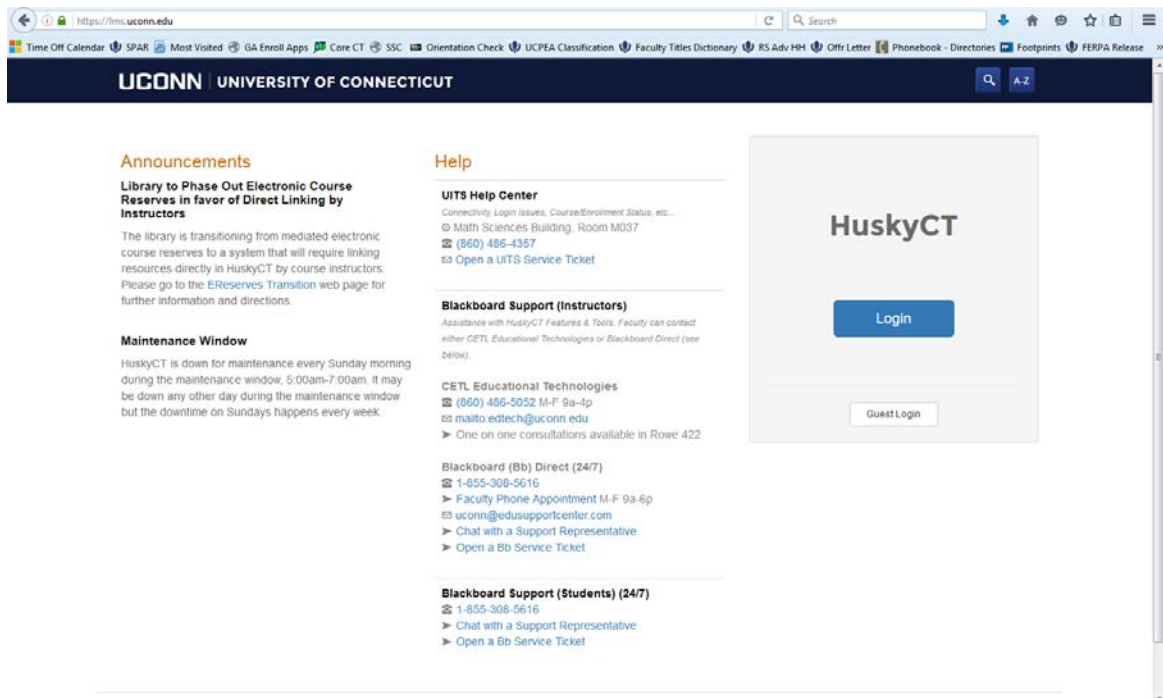
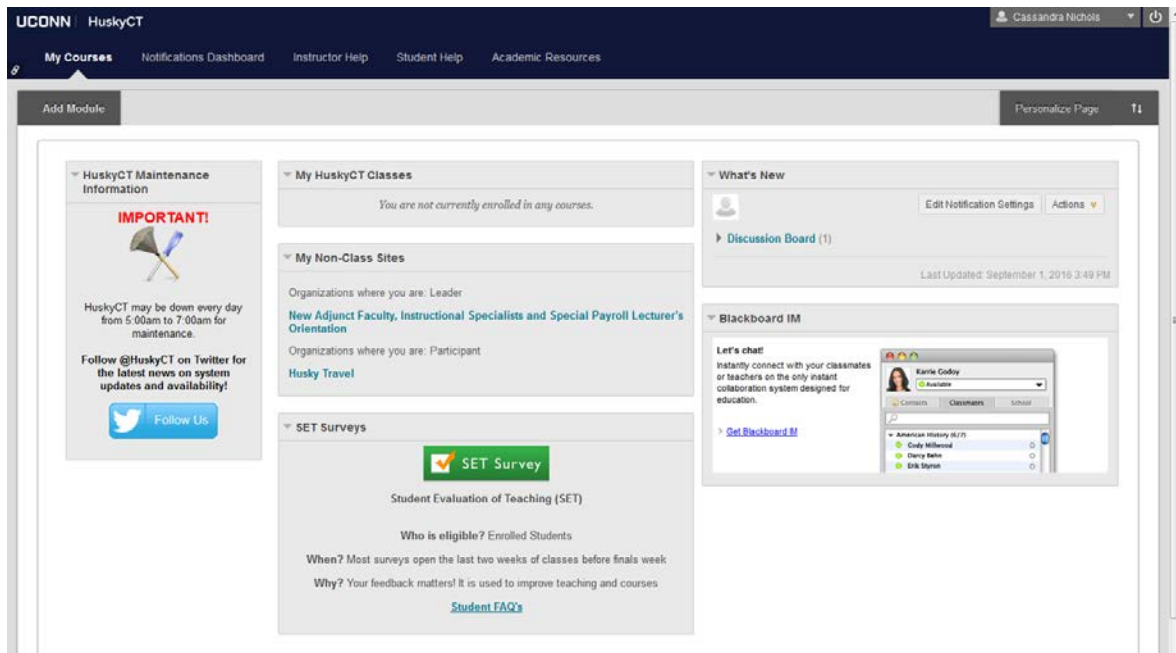


# Special Payroll Teaching Appointment's Online Orientation

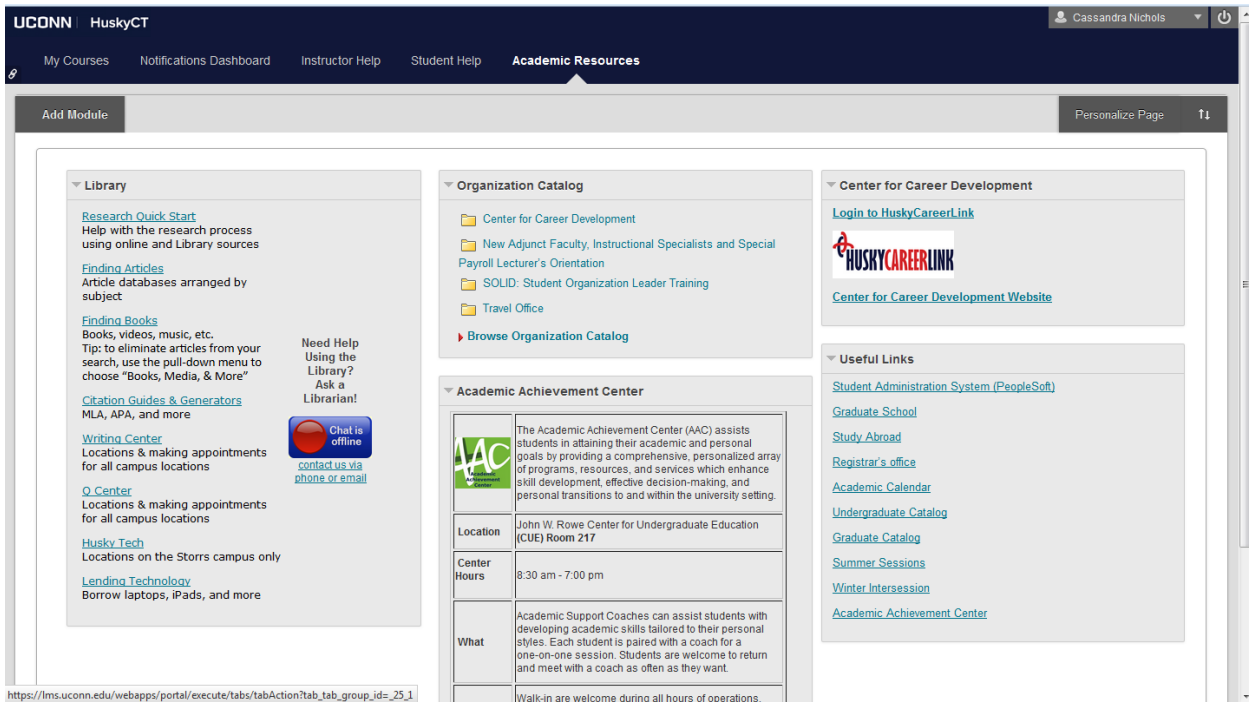
- 1) Login to your HuskyCT account at <https://lms.uconn.edu/> with netID and corresponding password.



- 2) If you are enrolled in the 'New Adjunct Faculty, Instructional Specialists and Special Payroll Lecturer's Orientation' it should appear in the middle of your main page under **My Non-Class Sites** as a participant. Go to Step 4. If you do not see the 'New Adjunct Faculty, Instructional Specialists and Special Payroll Lecturer's Orientation' link, go to Step 3.  
(The below screen shot is slightly different than your view as this view is for a leader)

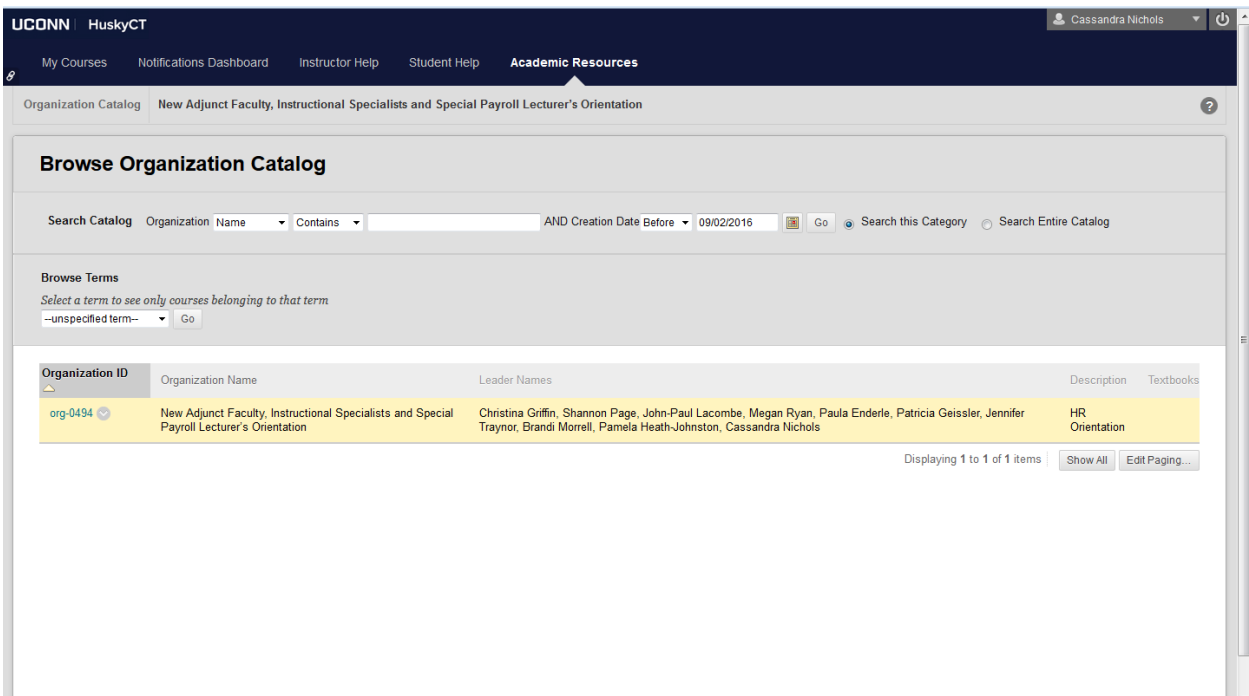


- 3) If you do not see the ‘New Adjunct Faculty, Instructional Specialists and Special Payroll Lecturer’s Orientation’ link, you can enroll yourself by clicking the **Academic Resources** tab at the top of the page.

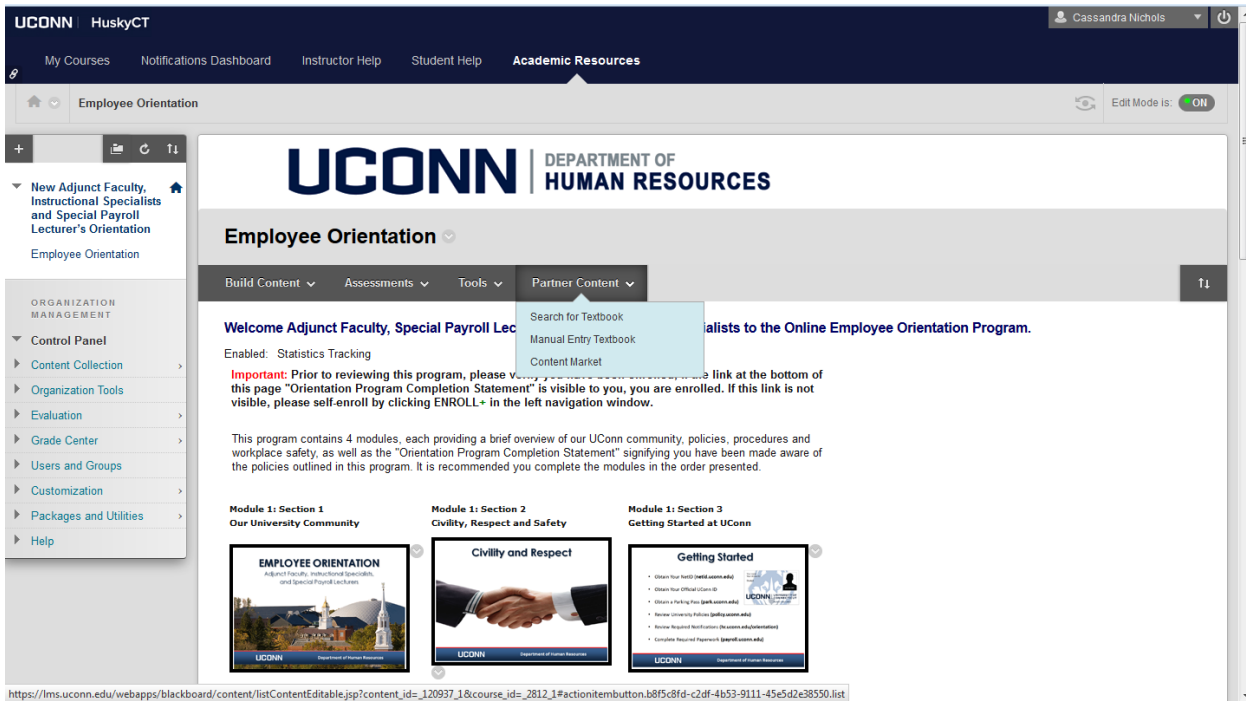


- a) Under ‘Organizational Catalog’, in the middle of the page, there is a folder icon with **New Adjunct Faculty, Instructional Specialists and Special Payroll Lecturer’s Orientation** listed. Click on the wording next to the folder.

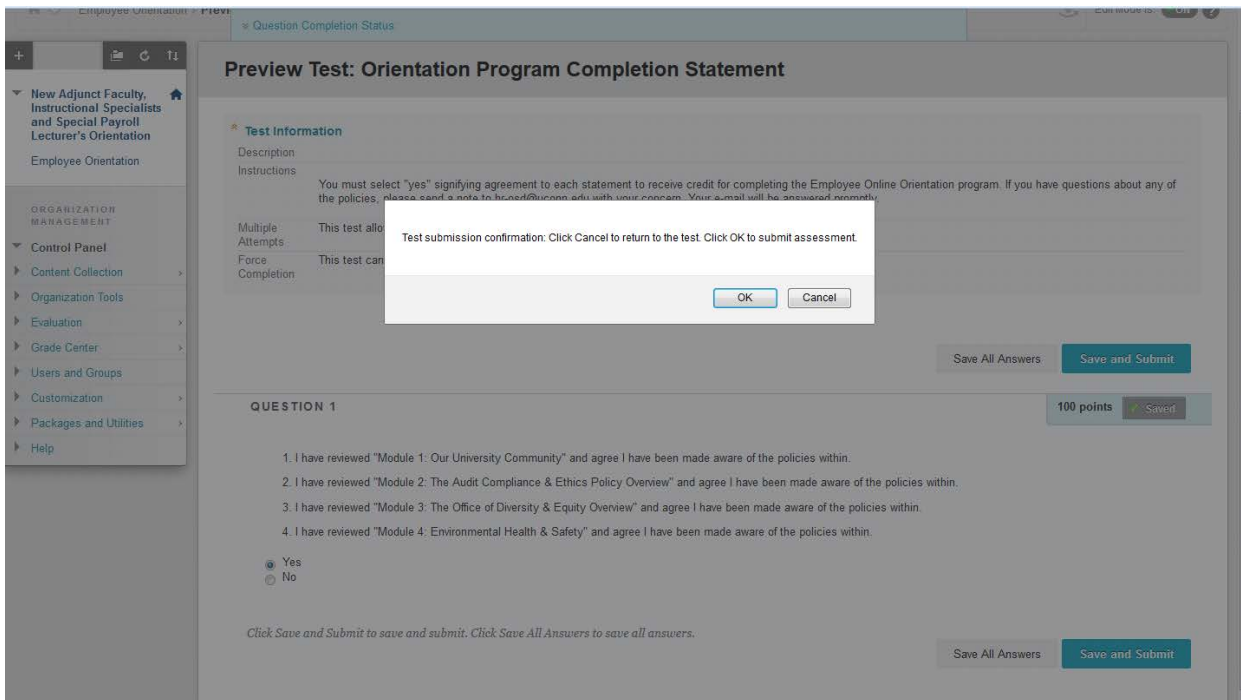
- b) The next page will look like the below screen. Click on ‘org-0494’ under Organization ID on the left-hand side.



- c) Clicking on the 'org-0494' will enroll you into the online Employee Orientation training and allow you access to the Employee Orientation training.



- 4) Complete all four Employee Orientation Training modules. **IMPORTANT NOTE:** After completing all the appropriate modules, please remember to complete the **Orientation Program Completion Statement** and click **SAVE** and **SUBMIT** and then **OK** or your orientation will not track as being completed.



- 5) Your online Employee Orientation training is complete if you receive a 'Test Submitted: Orientation Program Completion Statement' screen that looks similar to the following when submitted properly. If you do not receive the Orientation Program Completion Statement, please see the IMPORTANT NOTE in Step 4.

The screenshot displays the HuskyCT user interface. At the top, the header includes 'UConn HuskyCT' and the user name 'Cassandra Nichols'. Below the header, navigation links for 'My Courses', 'Notifications Dashboard', 'Instructor Help', 'Student Help', and 'Academic Resources' are visible. The main content area shows a breadcrumb trail: 'Employee Orientation > Test Submitted: Orientation Program Completion Statement'. On the left, a sidebar menu is open, showing 'New Adjunct Faculty, Instructional Specialists and Special Payroll Lecturer's Orientation' and 'Employee Orientation'. The main content area contains the following text:

**Test Submitted: Orientation Program Completion Statement**

Test saved and submitted.

**Student:** Cassandra Nichols  
**Test:** Orientation Program Completion Statement  
**Organization:** New Adjunct Faculty, Instructional Specialists and Special Payroll Lecturer's Orientation (org-0494)  
**Started:** 9/1/16 4:08 PM  
**Submitted:** 9/1/16 4:09 PM  
**Time Used:** 1 minute

Click OK to review results.  
Thursday, September 1, 2016 4:09:32 PM EDT

An 'OK' button is located in the bottom right corner of the message box.