New Employee Online Orientation Instructions

For Full time/Part time Employees, Physicians, House staff, Contractors/Agency, Students, and Volunteers

New employees are required to complete online orientation **at least two business days before the scheduled orientation day.** The Online Orientation Website is:

https://www.jhsmiami.org/Orientation/

After successfully connecting to Online Orientation Website, you will see this menu bar as below:

| Welcome | Instructions | Review Material | My Tests | Help | Register | Login |

Step 1: Click **Register** Menu. Select your **Account Type** (Full time/Part time, Physician, House staff, Contractor/Agency, Student, Volunteer). Enter your Name, Requisition No., Email and create your password, then click **Submit**. Please note, the name you enter **should be the same** as printed in the job offer letter.

Step 2: After successfully registering, click **Login** Menu. Enter your email and password which you created. Then click **Login**.

Step 3: Click **Review Material** Menu to review all contents for the tests.

Step 4: Click **My Test** Menu. Listed are a group of required classes designed to meet JHS or regulatory standards. Click on **each test** to complete it.

Step 5: After you complete all the tests, click on **My Test** Menu. Click **Print/Save Transcript** button on the right corner in this page to print your transcript. Please note, when the flag in front of a test is black and white (see example below), it indicates you have completed and passed it.

All Employees Infection Control
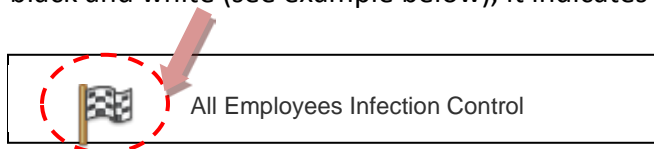
Step 6: Please bring your transcript to your scheduled **General Orientation** day to verify your completion.