



Welcome to UCLA!

Campus Human Resources New Employee Orientation is an introduction to UCLA for new employees. All new employees are required to attend a session as soon as possible following their date of hire.

Three entities at UCLA provide New Employee Orientations. Which NEO a new employee attends depends on what division/department the employee will be working for. Please refer to the bullets below to learn more about the specific orientations:

- Employees in [departments covered by the HR Payroll and Operations Center](#) (HRPOC) attend the HRPOC NEO detailed here: [New Employee Orientation](#).
- UCLA Health Employees attend UCLA Health's orientation. Visit uclahealthcareers.org/employee-onboarding and contact UCLA Healthcare Human Resources at (310) 794-0500 for schedule information and additional details.
- All other employees attend the NEO delivered by Campus Human Resources Learning & Organizational Development detailed below.

Overview ●●●

The CHR L&OD New Employee Orientation (NEO) is available in these formats:

- Live online (via Zoom)
- Self-paced E-Course

If you have any questions, please reach out to us via email at: learning@chr.ucla.edu or review the [UC Learning Center FAQ](#)

How to Register for the CHR L&OD NEO ●●●

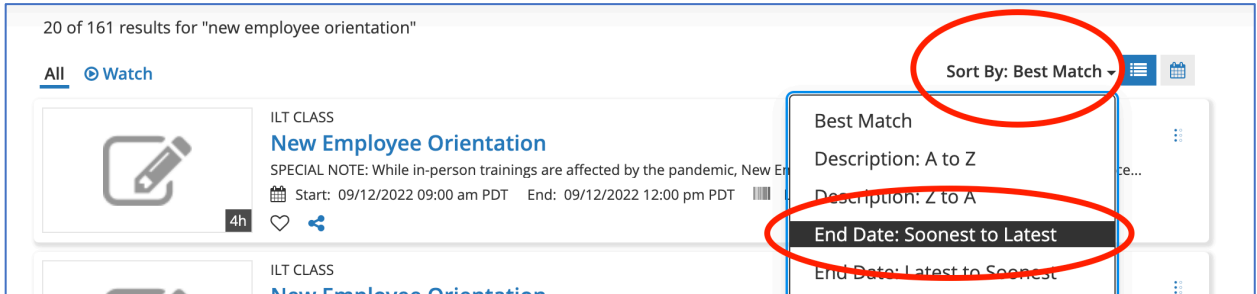
Registration for the NEO is done through the UC Learning Center (lms.ucla.edu). Access to the UC Learning Center is granted to active employees 2-4 days after their most recent start date. You must have a UCLA Logon ID to sign into the UC Learning center. Issues with your Bruin logon ID can be routed to [UCLA IT services](#).

Please follow the instructions below on how to register:

1. Once you are logged in to the UC Learning Center, use the search bar in the top right corner and search "New Employee Orientation". If you are looking for the self-paced version, click [here](#).

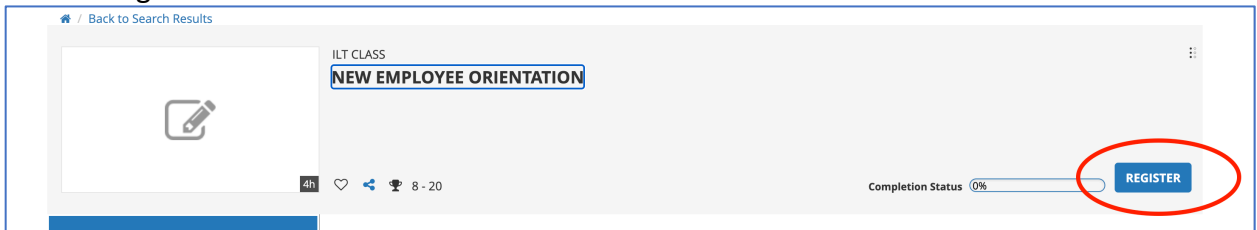


2. Change the page sorting to from “Best Match” to “Soonest to Latest”

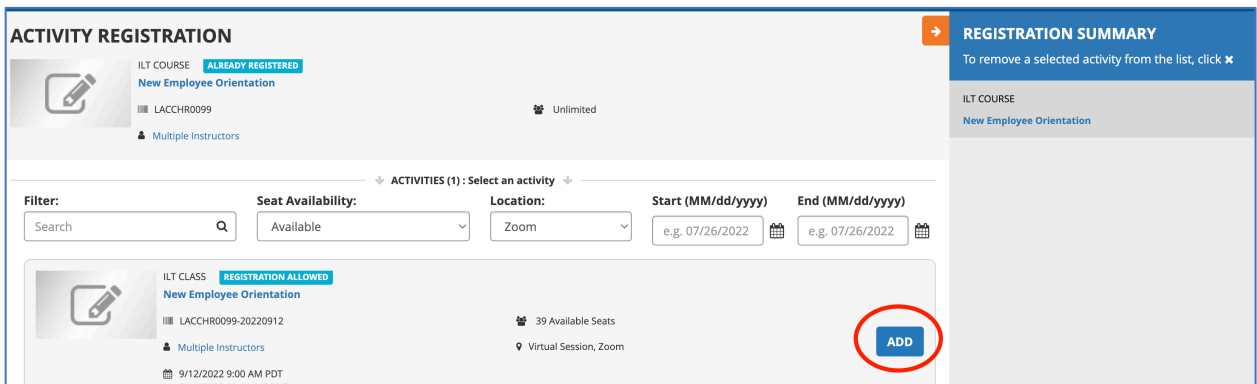


3. Select the NEO that you would like to register for based on date and delivery style (live online or self-paced videos)

4. Select “Register”



5. Select “ADD”



6. Select "Register" in the bottom right corner

The screenshot displays the 'ACTIVITY REGISTRATION' interface. At the top left, there is a header for 'ACTIVITY REGISTRATION' and a sub-header 'ILT COURSE ALREADY REGISTERED New Employee Orientation'. Below this, the course ID 'LACCHR0099' and 'Multiple Instructors' are listed. A filter section includes a search box, 'Seat Availability: Available', 'Location: Zoom', and date pickers for 'Start (MM/dd/yyyy)' and 'End (MM/dd/yyyy)'. A course card for 'ILT CLASS REGISTRATION ALLOWED New Employee Orientation' is shown with 'LACCHR0099-20220912', 'Multiple Instructors', '39 Available Seats', and 'Virtual Session, Zoom'. An 'ADD' button is on the right of the card. At the bottom right, there are 'CANCEL' and 'REGISTER' buttons, with the 'REGISTER' button circled in red.

7. Once registration is complete, you will receive a confirmation email detailing further instructions and Zoom link details. Please be sure to check that the email address listed in the UC Learning Center email is correct. If it is not correct, please contact your department HR.