

# Job Aid: Attending your Assigned National New Colleague Orientation Session



## Overview

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You have been scheduled to attend your national new colleague orientation session, *Introduction to Trinity Health*. This two-hour, live, web-based course will provide you with an overview of our health care system including our heritage, Mission, Core Values, and TogetherHealth strategy. In addition, there is important information on key topics such as Safety, Integrity & Compliance, and Diversity & Inclusion.

All new colleagues are required to attend this course which is just one part of the orientation to your Health Ministry.

The course can be viewed on devices such as laptops, tablets, or smart phones, but is best viewed on a device with a larger screen and a keyboard.

## When Should I Attend?

Typically your first or second Monday or Tuesday of work. You should have received your assigned day, time, and log in information (WebEx link, Session Id, Password) in a letter from your Recruiter, Manager, or Supervisor.

## Logging-in to Your National New Colleague Orientation Session

Log in a few minutes before your class begins to make sure you have time to download WebEx.

1. To log in, click the link provided in the letter you received from your recruiter or manager. You will be taken to WebEx.
2. Follow the prompts to join the session or download WebEx. If needed, [refer to these instructions](#) for accessing WebEx on your device.
3. **Important!** To join the session, please enter:
  - **Your Name:** Enter your full legal name. For example, if your legal name is Samantha Jones but you go by Sam, use Samantha Jones not Sam Jones for the log-in name. **If you do not do so, you may not receive credit for taking the course and may have to take it twice.**
  - **Email address:** Enter your new work email address if you have received one.
  - If you are logging in using your own device or iPhone, you may also be asked for a Session number and Password. This information was provided in your letter or can be found [here \(requires log-in to view\)](#).
    - **Session ID:** Provided in your letter
    - **Password:** Thnco2021

If you have problems accessing your class on the day of your assigned session, please contact the Service Desk at 1.888. 667.3003.

## Expectations for Attending the Class: VERY IMPORTANT—Follow Carefully

- **Log in with your full legal name.** For example, if your legal name is Samantha Jones but you go by Sam, use Samantha Jones not Sam Jones for the log-in name.
- **Stay for the duration.** You are expected to be present and participate in the entire course. Attendance is required and monitored, so arriving significantly late or leaving significantly early may impact your attendance.
- **Log in individually.** You must log in individually even if viewing the course in a room with other people.
- **Have materials ready.** You will need a notebook or paper and a pen or pencil available to use during the course.

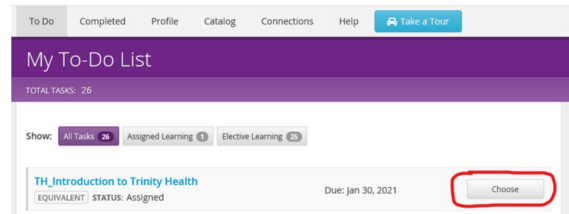
## What if I Miss My Session?

*Introduction to Trinity Health* must be completed within your first 30 days. If you cannot attend your first assigned WebEx session, you may sign up for another opportunity. We suggest that you sign up for the recorded version, which will allow you to view the session anytime your work schedule permits.

## Scheduling another Session in HealthStream

Important, you must wait until the Friday **after** you miss your assigned session to reschedule. (In most cases, this is the Friday after your first day of work).

1. Log in to HealthStream
2. Find *TH\_Introduction to Trinity Health* in your **My To-Do List**
3. Click **Choose**
4. Under **Choose a Course**, locate *TH\_Introduction to Trinity Health (Recording)*
5. Click **Enroll**
6. Under Learning Activities, click **View**. Your first learning activity will play.



We are delighted to have you join a Trinity Health ministry and wish you the very best as you begin your journey with us.