

**NEW EMPLOYEE ORIENTATION
E-COURSE
ACKNOWLEDGEMENT FORM**

As a part of the new employee orientation module you are required to complete the following e-courses through the Learning Management System (LMS):

- ✓ Workforce Diversity
- ✓ Customer Service
- ✓ DHS Information Security Awareness Overview

If you did not receive an overview of the following two courses during your New Employee Orientation, you must complete them in LMS:

- ✓ Sexual Harassment
- ✓ Standards of Conduct

In order to access the Learning Management System you have been assigned a employee identification number, which you will be provided, once provided you will not be able to log in the system until you received your first paycheck. You must complete the above courses within sixty days from the date of hire or **date you are in LMS**. Please check with your Personnel Office to make sure you have **been entered into Peoplesoft**. Your immediate supervisor will be contacted if you fail to complete these courses within this timeframe. If you need assistance please contact Data Management at 404-657-5224.

To logon to LMS click this link: <http://lms.dhr.state.ga.us>

**Learner code is your 8 digit Peoplesoft employee id number: 00000000
Password is: DHRLMS (all caps)**

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My signature below acknowledges that I have received Link, and that I understand it is my responsibility to complete the e-courses by the timeframe indicated above.

Employee's Name: *(please print)*

Employee Id number

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Immediate Supervisor's Name: *(please print)*

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*This completed form is to be maintained in the official personnel file with a copy to the employee.*