

**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 DHS Learning Management System (LMS): <http://www.lms.dhr.state.ga.us/> Username is your 8 digit peoplesoft employee id number, password is dhslms

- ✓ Workforce Diversity
- ✓ Customer Service
- ✓ Sexual Harassment
- ✓ Standards of Conduct

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If you are a DHS or DFCS state office employee along with the new employee orientation our required annual training you will need to go to <https://dhs.dcsstraining.org/> and take: Username is your 8 digit peoplesoft employee id number, password is dhslms

- ✓ HIPAA HITECH 2016
- ✓ DHS Information Security Awareness 2016
- ✓ WorkPlace Violence

For County DFCS go to IOTIS at <https://iotis.org/sso/index.jsp> - Annual training: Username and password you will need to get with DFCS Education and Training.

- ✓ HIPAA HITECH 2016
- ✓ DHS Information Security Awareness 2016

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GBI and OIG require:

- ✓ Security Awareness Training and Awareness Statement ( <http://firstnetcampus.com/GBI/entities/GBI/logon.htm> )

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For the DHSLMS as a new hire you will not be in the system until one week after you receive your peoplesoft employee id number. 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.

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

Date:

\_\_\_\_\_

\_\_\_\_\_

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Employee's Signature:

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.*

*Revised: 10/19/16*