

**NEW EMPLOYEE ORIENTATION
ONLINE TRAINING
ACKNOWLEDGEMENT FORM**

As a part of the New Employee orientation, you are required to complete the following online training through the GA DHS Learning Management System (LMS) within 45 days. Click [here](#) to learn [How to Navigate the DHS LMS](#).

For DAS, DCSS and Administrative Offices, go to <https://gadhsllms.mksccloud.com>.

Your Login ID and Password is your 8 digit PeopleSoft Employee ID Number.

Once you are in the LMS, add your DHS Outlook email address to your profile.

Required New Employee Training

- ✓ Workforce Diversity
- ✓ Customer Service
- ✓ Sexual Harassment
- ✓ Standards of Conduct
- ✓ HIPAA
- ✓ Information Security Awareness
- ✓ Workplace Violence
- ✓ Safety, and Falls, Slips and Trips
- ✓ Defensive Driving

For DFCS, go to IOTIS at <https://iotis.org/sso/index.jsp>. Annual and New Employee training is available in IOTIS. For your username and password contact DFCS Education and Training.

GBI and OIG require:

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

For the DHS LMS 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 45 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:

Employee's Signature:

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

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

Revised: 08/04/17