Online Registration Guide:
How to Register for Benefits-Eligible New Employee Orientation

When using the online registration system, located at https://lms.asu.edu/stc/orientation to enroll a Benefits-Eligible New Employee into an Orientation Session at the Tempe campus, please follow the below steps.

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**Step 1. Setting up a New Employee for First Time**

Click “Add a New Employee” link to get started. Follow the directions, which will guide you to where you can fill in the New Employee’s information.

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**Step 2. Select an Orientation Session**

Either click on “View Complete List” or “Search by Month” to review the available Orientation Sessions. Upon locating the Session the New Employee would like to attend, click on “Enroll in this Session.”

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Complete. To Log Off, click the link on the upper-right corner of the page and then select “Log Off.”

**Please note that only one registration may be done at a time. In order to add and register an additional New Employee into any Orientation Session, you will need to Log Off prior to starting the process over.**

**Confirmation.** An email will be sent to the Hiring Contact for each New Employee, which will include details regarding parking as well as a list of services available and topics that will be discussed during the Orientation Session.

***If you require further information, please contact the Leadership and Workforce Development Group at (480) 965-4751, or email at lwd@asu.edu. Thank you.