New Employee Orientation
CVent Registration Guide for
Human Resource Business Partners

Learning and Development
Human Resources
HR.TrainingRegistration@ucdenver.edu
Registration has been moved to CVent

[Image of CVent registration page]

We suggest bookmarking this page as you will visit it for registration and updates

https://cvent.me/bVaN0k
How to Register New Hires

- Click the Register Button located on the bottom of any page
- Please have all the employee’s information ready for enrollment as registration will time-out without activity and you will have to start from the beginning
STEP-BY-STEP GUIDE

How to Register

- Fill out all required fields designated with *
- Double check the New Employee Email Address as this is where the registration emails will be sent
- Make sure you click the box next to “I’m registering on behalf of this person”
- Once all the fields are filled out, click “Next” on the bottom to take you to the date selection
- If there are any errors, you will get a message to correct them before you can continue with registration
How to Register

- Select which date you want to the New Employee to attend
- Make sure only one date is selected. Date box will be black and indicate “Selected” when it has been selected.
- If more than one date is selected, you will not be able to continue with registration (an error message will populate)
- The enrollment capacity under the Select button will show how many seats are available in orientation for that date
- Once date is selected, click “Next” on the bottom which will take you to the review page
STEP-BY-STEP GUIDE

How to Register

- Review the registration to ensure information is accurate
- Please verify the New Employee Email Address field (if this is not correct, the employee will not receive any communications regarding NEO)
- If you have any edits, click the Previous Button to take you back to date selection and then previous button again to take you back to the information page
- If everything is correct, click Submit
How to Register

- Congratulations, you have registered your new employee!
- The HR Business partner and the New Employee will receive a copy of the Registration Confirmation Email
- The Employee’s supervisor will receive two copies
- You will need to keep the Confirmation Email to make any modifications to the registration
If you are a HR Business Partner please scroll down to read the information in gold.

Dear Kaitlin Norris,

We are excited to have you join the University of Colorado Denver|Anschutz Medical Campus community! As part of your onboarding, you have been scheduled to attend a New Employee Orientation (NEO), to acquaint you with important university and benefit information. All new employees are expected to complete NEO within their first 31 days to comply with university expectations. This email is confirmation for the NEO session you have been registered for.

Date: Wednesday, August 19, 2020

Time: 8:00 am - 12:00 pm

*Please arrive 15 minutes early in order to complete sign-in.

Campus: NEO CU Anschutz Medical Campus

Building and Room: This information will be sent out three days prior to your orientation.

CAMPUS PARKING AND CAMPUS MAPS

NEO OUTLINE:

8:00 am - 10:00 am: University information and history, policy information and various departments presenting their resources

10:00 am - 10:10 am: Break
10:20 am - 12:00 pm: Employee Services - benefits breakdown

You will receive an additional email reminder *three days prior your orientation*. The reminder will be sent to this email address. If you do not receive it prior to your orientation, please email: HR.TrainingRegistration@ucdenver.edu.

**QUESTIONS? WHO TO CONTACT**

Your HR Business Partner:

Kara Williams  
Hr.TrainingRegistration@ucdenver.edu

Please reach out to them if you need help with any of the following:

- Rescheduling your orientation
- Required new employee paperwork
- Username for UCDAccess portal
- Parking and badging

**Employee Services:** This department is responsible for delivering quality benefits coverage and retirement plans, accurate and timely payroll and taxation. Below are forms their office will process.

- **Payroll Direct Deposit Authorization Form:** Setting up Direct Deposit is completed online through the UCDAccess portal in "Paychecks".

- **IRS W-4:** Pertains to taxes, must be completed online in the UCDAccess portal in "Paychecks" by the new employee in order for the University to accurately calculate and withhold taxes where necessary.

- **Benefits Enrollment: Benefits Info & Forms | Main Website**
  - All new employees have **31 days** from their start date to enroll in benefits

Questions? Contact Employee Services directly. Phone Number: 303-860-4200 | Email: employeeservices@cu.edu

**Human Resources - Learning and Development:**

- Questions about the logistics of NEO
**Persons who may require **ADA accommodations** to attend this orientation**

Contact us at [HR.TrainingRegistration@ucdenver.edu](mailto:HR.TrainingRegistration@ucdenver.edu)

**INTERNATIONAL EMPLOYEES:**

- To ensure compliance with the U.S. Tax Code, please schedule to meet with an International Tax Specialist
- The online appointment scheduling tool is located [here](http://example.com).

**LACTATION RESOURCES:**

Should you need access to a Lactation Space during NEO, contact the Office of Equity (OOE) today. Phone: [303.315.2567](tel:303.315.2567) Email: [Equity@ucdenver.edu](mailto:Equity@ucdenver.edu)

A list of Lactation Spaces for both campuses can be accessed [here](http://example.com). On the Anschutz Medical Campus, Lactation Spaces must be reserved and require badge access. Contact OOE today, to learn how to access these spaces. On the Denver Campus, these spaces are available without a reservation. Please look at the list of available spaces to determine which space will be closest to your scheduled NEO.

Thank you and welcome!

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**If you are the HR Business Partner, please read the information below.**

Thank you for registering your new employee for New Employee Orientation (NEO). Please save this email until after the orientation date. You will need the confirmation number and email below to make any changes to Kaitlin’s registration.

**Email Used for Registration:** kaitlin.norris@cuanschutz.edu

**Confirmation Number:** ZBNMNF443ZM

Below is a summary of the registration. If you need to make a change to the employee’s registration, use the email and confirmation number listed above to log into CVent here and click "Already Registered?" under the Register button. Please do not submit a new registration. If you have questions on this, please
see our how to guide here.

<table>
<thead>
<tr>
<th>Registration Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Items</td>
</tr>
<tr>
<td>Event Registration</td>
</tr>
<tr>
<td>Sessions</td>
</tr>
<tr>
<td>Kaitlin Norris</td>
</tr>
<tr>
<td>NEO CU Anschutz Medical Campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee Start Date</td>
</tr>
<tr>
<td>01-Jan-2020</td>
</tr>
<tr>
<td>New Employee Employee ID</td>
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<tr>
<td>00000</td>
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<tr>
<td>New Employee's Primary Campus Location</td>
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<tr>
<td>CU Anschutz Medical Campus</td>
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<tr>
<td>Full-Time or Part-Time Employee?</td>
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<tr>
<td>Full-Time</td>
</tr>
<tr>
<td>Will this employee supervise State Classified Employee(s)?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

Environmental Health and Safety: Will the new employee engage in any of the following?
- Not Applicable

Has the new employee ever worked for CU Denver | Anschutz before?
- No

Has the new employee ever been a previous State of Colorado employee?
- No

New Employee's Employment Type
- University Staff

New Employee's Supervisor
- Kara Williams

Sincerely,

Kaitlin Norris

Training Coordinator
Learning and Development
Human Resources

HR.TrainingRegistration@ucdenver.edu
STEP-BY-STEP GUIDE

How to Modify a Registration

Find the Confirmation Email

Click “here” to take you back to the NEO registration website or go to CVent from your bookmark
How to Modify a Registration

- Click “Already Registered?” under the Register button

If the “Already Registered” isn’t visible nor do you see a "Post Registration Page" as a top menu page, please email us. The EComm team is working with CVent on this bug but we know a work around.
• Enter the New Employee Email Address in the email field
• You can find this email in your portion of the confirmation email
• Enter the confirmation number, which can also be found in your portion of the confirmation email
How to Modify a Registration

- This will take you back to your confirmation page
- Click the Modify Registration button
- This will take you back to the information screen. From here, follow the How to Register steps
Once you confirm changes, you and the employee will receive a Modification Email.

You, the employee, and the employee’s supervisor will also receive a new Registration Confirmation Email with updated information.
This email confirms that Kaitlin Norris has been removed from NEO CU Anschutz Medical Campus on January 8, 2020.

In addition to this email, you will receive either a new registration email or a cancellation confirmation email. If you don't receive either, please reach out to us.

Sincerely,

Kaitlin Norris
Training Coordinator
Learning and Development
Human Resources
HR.TrainingRegistration@ucdenver.edu
How to Cancel a Registration

- Find the Confirmation Email
- Click “here” to take you back to the NEO registration website
STEP-BY-STEP GUIDE

How to Cancel a Registration

- Click “Already Registered?” under the Register button

If the “Already Registered” isn’t visible nor do you see a "Post Registration Page" as a top menu page, please email us. The EComm team is working with CVent on this bug but we know a work around.
How to Cancel a Registration

- Enter the **New Employee Email Address** in the email field.
- You can find this email in your portion of the confirmation email.
- Enter the confirmation number which can also be found in your portion of the confirmation email.
How to Cancel a Registration

- This will take you back to your confirmation page
- Click the Cancel Registration button
How to Cancel a Registration

- Fill out all required fields designated with *
- Click Submit
How to Cancel a Registration

- The registration is now cancelled
- You and the employee will receive a Modification Email
- You, the employee, and the employee’s supervisor will also receive a Cancellation Confirmation Email
Thank you for letting us know Kaitlin Norris will no longer attend NEO. If anything changes in the future, please submit a new registration.

Sincerely,

Kaitlin Norris
Training Coordinator
Learning and Development
Human Resources
HR.TrainingRegistration@ucdenver.edu