This guide will show you how to search and register for the County’s New Employee Orientation activities. There are two required activities.

- NEO-Part1: Welcome to the County (Web-based)
- NEO-Part2: Meet and Greet (Classroom)

This orientation is in addition to any orientation you may have received within your department. It is recommended that you complete Part 1 (Web based training) before attending Part 2 (Classroom).

Note: Both activities should be completed within 3 months of starting with the County.

1) Navigate to sccLearn at sccLearn.sccgov.org.

2) Click on the Search icon (header top right).

3) At the data entry field, begin typing the term NEO. The system is intuitive and attempts to predict what you are looking for. At any point you can click on the proposed title or press Enter to display the search results.

4) The list of results will be displayed. You will see the two activities (NEO-Part 1 and NEO-Part 2).
How Do I…

Register for New Employee Orientation Activities?

**NEO-Part1: Welcome to the County**

5) Click on the SELECT dropdown and select Register.

6) You will receive a registration completion message. The drop-down beside START will allow you to Cancel registration, if needed.

7) Click on START to begin the training.

8) To return to the training later, click on Training Schedule from the Home Page.

9) Locate the NEO-Part1: Welcome to the County activity and click START.

*Note: In order to show completion for the web-based training activity, you must view ALL content provided in the training, this includes learning about all four Equity and Social Justice Division Offices.*

**NEO-Part2: Meet and Greet**

5) Click on the SELECT dropdown and select Register.

6) The upcoming class dates will be displayed. Select the desired class date.

7) Click SUBMIT on the lower right of the window.

8) You will receive a registration completion message.

9) You will also receive an email confirming the NEO-Part2 session. Double click the Calendar Invite to add the meeting to your Outlook Calendar.

*Please do NOT forward the calendar invite as it is specific to you!*

It is highly recommended that you complete NEO-Part 1 before attending NEO-Part 2.

If you have questions, please contact Learning & Employee Development [LED@ceo.sccgov.org](mailto:LED@ceo.sccgov.org).