

# Human Resources New Employee Orientation Help

- An email will be sent to new part-time custodians from Human Resources.
- This email will include a unique password for the new part-time custodian to use to access Canvas to take the orientation (they will not use their own Encore password). The email will also include instructions on how to complete the Human Resources orientation.
- Please note the Human Resources orientation needs to be completed as soon as possible after a part-time custodian is hired.
- After the new part-time custodian has finished (at 100% on all the modules), the part-timer will then need to take our orientation, which should take no longer than 10 minutes.

Thanks!