Student Employment Orientation Instructions
Log into your Canvas Account

[Image of a login page with fields for Username and Password]
Hover over the Courses menu
Select **Student Employee Orientation** from the drop down menu
You will see the Student Employment Orientation page
There is payroll information available. This is not part of the orientation; it is for informational purposes.
Only the first Module is unlocked. To complete the other modules, you must complete them in sequence.
To Begin, Read the Handbook Instructions
Read the Handbook Information by selecting “Next”
Read all of the Handbook PDFs by selecting the “Next” Button.
You will also need to print and sign the student Employee Acknowledgement Form. Please bring this form to Human Resources in the lower level of Bamberger.
Next, take the Handbook Quiz
When you receive a score of 100% you will be allowed to move on to the next module. Read the Sexual Harassment PDF
Next take the Sexual Harassment Quiz.
Click “Take the Quiz”
Once you have answered all the questions correctly, you can move on to the next module.
Continue moving through all the modules. If you do not receive a score of 100%, you will not be allowed to view the next module. You will see this screen:
When you have received full points on all the quizzes, please take the Student Employment Orientation Survey
After you have finished the Orientation Survey, please bring the Student Handbook Acknowledgement Form into Human Resources, located on the lower level of Bamberger Hall directly across from the cashier window.
When you have finished the survey and all four quizzes, you will see this screen. Congratulations, you’re finished!

Thank you for completing the Student Employment Orientation. You will now be removed from the Student Employment Orientation. If you have further questions, do not hesitate to contact Dana Stearn in the Human Resources Office (Lower Level of Bamberger). You will be updated through your email when time is due.

Thank You!