Online New Employee Orientation

New Procedure

In January 2019, the Judiciary Human Resources launched the Online New Employee Orientation. The Orientation was developed in conjunction with the Judicial College of Maryland, Department of Professional Development, and is available in the Judiciary's Learning Management System, Canvas.

All new employees will complete registration in CONNECT within the first five business days. When registering it is important to select the orientation start date which corresponds with the employee's start date.

Online New Employee Orientation must be completed within 60 business days from the start date.

Step 1: Registration in CONNECT

1. Log into CONNECT and click on the **Learning Dashboard** tab.
2. Under **Quick Links**, click on **Find Learning**.
3. In the search bar, type **New Employee Orientation**, then click **Go**.
4. Click **Enroll** for the orientation start date that matches your start date with the Maryland Judiciary.

*Enrollment is only complete when approved by the supervisor/manager.

Important Notes

- Once enrollment is submitted and approved in CONNECT, please allow 24 hours before accessing the orientation.
- To access the Online New Employee Orientation, log in Canvas using the following steps. The Orientation is not available within CONNECT.

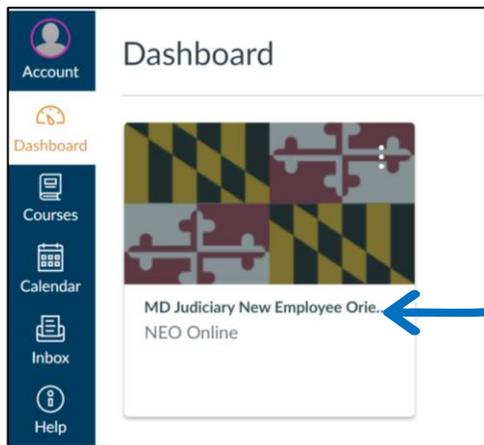## Step 2: Accessing the Orientation

1. Go to https://mdcourts.instructure.com
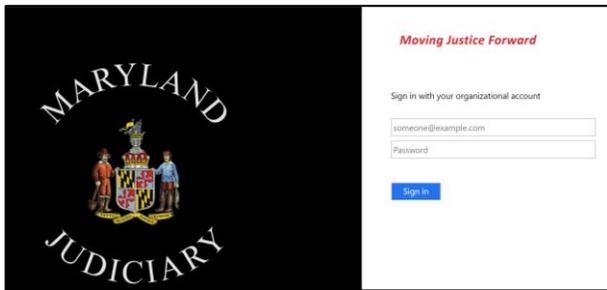
Username: Firstname.LastName@courts.state.md.us
Example: Jane.Doe@courts.state.md.us
Password: Use your Windows' password.

For additional assistance click to view video instruction.

2. Click on **Dashboard**, then on the **MD Judiciary New Employee Orientation** square.

Click here.

3. After reviewing the orientation home page, click on **Modules** located on the left navigation bar to review the modules within the orientation.

Click here.

Resources and Help

- Questions regarding registeration and accessing the orientation, please contact the Judicial College of Maryland at 410-260-3584.

- Question regarding policies, please contact the Judiciary Human Resources at 410-260-1283.