

COH New Employee Orientation Registration Quick Guide

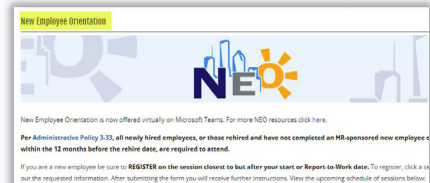


From the Human Resources Office of Talent & Organizational Development's [Calendar of Classes](#) web page you can register for COH New Employee Orientation by following the steps below:

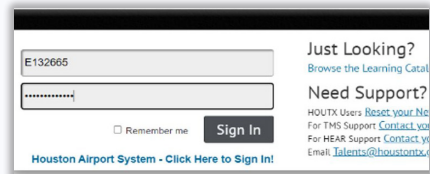
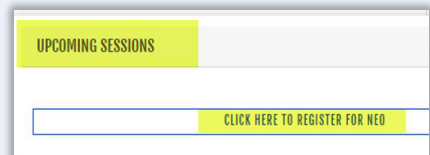
1 Click on the button for **New Employee Orientation**. You will be taken to the area specifically for New Employee Orientation.



2 Click on **Upcoming Sessions** to view a list of dates. When you are ready to register, click on the **Click Here to Register for NEO**, and you will be taken to the COH New Employee Orientation Session listing in the Talent Management System.



3 You may be taken to the TMS log in screen. If so, enter your employee ID and the password you use to log into your computer or KRONOS. Then click **Sign In**. If not, continue to step 4.



4 Click the Title of the COH New Employee Orientation (NEO) date you wish to register for.



5 Click the **Register** button located on the right side of the page.



6 You will see a notice letting you know that this offering (class) requires manager approval.

Click the **Yes, Continue Registration** button.



7 Now, your registration is confirmed; you will receive an automated email from Talent (talent@houstontx.gov). If you do not have an email address associated with your TMS account, your supervisor will receive it.



Open this guide on your mobile device.

