Next Steps: Full Time

1. **Penn State ID**
   Take your Authorization for Penn State ID+ Card form that you were given during your new hire paperwork session to the id+ Office (20 HUB-Robeson Center). Once you have your Penn State ID card in hand, please find a signature station near you using this link (http://www.identity.psu.edu/services/authentication-services/access-accounts/signature-stations/#sig). This will activate your Penn State e-mail account.

2. **Two-Factor Authentication (2FA)**
   Two-Factor Authentication (2FA) is mandatory for all faculty and staff. This service provides a second layer of protection to a user’s digital identify as well adding protection to data, systems, and services. To sign up for 2FA, please go to http://get2fa.psu.edu/.

3. **New Employee Orientation**
   As a full time staff member, you are able to participate in our new employee orientation program. New Employee Orientation will provide an overview of Penn State and offer benefits-related insights to new employees to assist them in the selection of a benefits package that is tailored to their personal needs. It is held online via Adobe Connect. To register for one of the scheduled orientation sessions or to obtain a link to a pre-recorded session, please call (814) 865-8216 or email learning@psu.edu.

4. **Benefit Selection**
   The process to select benefits is done through the ESSIC system (https://app3.ohr.psu.edu/essic/). You have 30 days from your start date to make your benefits selections. A helpful tool that summarizes the benefits Penn State offers is available at (https://ohr.auth.abs.vmhost.psu.edu/benefits/overview-benefits-coverage). If you have any additional benefit-related questions, please call the Employee Benefits department at 814-865-1473 or email benefits@psu.edu.

5. **Required Compliance Trainings**
   **Building a Safe Penn State: Reporting Child Abuse**
   All new Penn State employees are required to complete this online Reporting Child Abuse training. Those who are working with minors, known as PA Mandated Reporters, must take the training prior to working with children and annually thereafter. Those who do not work with minors must take the training within the first 30 days of employment. To access this training, please visit lrn.psu.edu.

   **Title IX/Sexual Misconduct Training**
   All new Penn State employees are required to complete this online training. This training module that has been designed to ensure that all Penn State employees, graduate assistants, and those with graduate fellowships understand the applicable laws and University policies related to issues of sexual and/or gender-based harassment and misconduct, are cognizant of their responsibilities to report such incidents to the University’s Title IX Coordinator, and are aware of how to make a report, if the need should arise. To access this training, please visit lrn.psu.edu.