

## 1) Register for NEW Days

NEW Days is the University of Guelph’s welcoming to new employees. One day at the beginning of 7 months of the year (excluding January, April, July, August, and December) has been dedicated to connecting new employees to the University environment and giving them a positive start. Various activities and representatives from across campus will share perspectives and important information that will introduce the new employee to the university culture, history, facilities, and various services.

The program is targeted specifically to new employees who are regular, full-time or part-time staff or full-time with an appointment of greater than 6 months. However, any employee that can benefit is welcome to register. Upcoming sessions can be found on the [NEW Days - Onboarding Program page](#).

## 2) Complete Required and Highly Recommended Trainings

Training and Access Links	Required and Highly Recommended Training	Registration (See Registration Instructions on Page 2)	How to Monitor
U of G Community Census (Previously Diversity Census Matters Survey)	Required	No registration. <a href="#">Complete the census</a>	N/A - Anonymous
Gryphons at Work Knowledge Site (GAWKS)	Required	No registration. <a href="#">Access GAWKS</a> and the <a href="#">Gryphons at Work System</a>	N/A
Accessible Service Provision	Required	<a href="#">Self Registration on CourseLink</a>	Staff downloads certificate of completion/digital badge from CourseLink and shares it/them with their supervisor. Record of completion of trainings are the responsibility of departments and is not held by central HR.
EHS Worker Health and Safety Awareness Training Course (Staff)	Required for non-supervisors	<a href="#">Self Registration on EHS Training Platform</a>	
EHS Supervisor Health and Safety Awareness & Due – Diligence Course (Supervisors)	Required for supervisors	<a href="#">Self Registration on EHS Training Platform</a>	
Sexual Violence Support Module for Faculty and Staff	Required	<a href="#">Self Registration on CourseLink</a>	
GOAL 2.0 Employee and Manager Training	Highly Recommended	<a href="#">Self Registration on CourseLink</a>	
Introduction to Human Rights	Highly Recommended	<a href="#">Self Registration on CourseLink</a>	
Principles of Belonging: Anti-Oppression & Anti-Racism	Highly Recommended	<a href="#">Self Registration on CourseLink</a>	
Positive Space Project	Highly Recommended	<a href="#">Self Registration on CourseLink</a>	
Cyber Security Awareness	Highly Recommended	<a href="#">Self Registration on CourseLink</a>	
Digital Accessibility Resource Centre (DARC)	Highly Recommended	No registration. <a href="#">Review DARC resources</a> .	

**Registration Instructions**

Upon self-registration, the above courses will be available and delivered through [CourseLink](#).

**Instructions for Self Registration - CourseLink**

Step 1: Go to <https://courselink.uoguelph.ca> and login with your Single Sign On credentials.

Step 2: Select "Self-Registration" from the navigation bar located at the top of your CourseLink home page.

Step 3: From the list of self-registration offerings, scroll to the appropriate training module and click on its name. Complete the registration steps as prompted. After self-registering, you will be able to access modules from your CourseLink homepage.

**Instructions for Self-Registration - EHS Courses**

[How to Self-Register for courses that use the EHS Registration Platform](#)

**3) Department specific training**

Colleges and departments may have specific training. Please check with your supervisor or department administrator to confirm.