



## Medical University of South Carolina Virtual Orientation

Welcome to the team that's Changing What's Possible!

<b>NetID &amp; Email Activation</b>	Human Resources will email you with your MUSC NetID and MUSC email alias, along with instructions on how to activate your account. You will receive two emails to your personal account regarding your netID. 1.) will give you your NetID & 2.) will include your temporary password. For more information on getting connected click here: <a href="https://create.piktochart.com/output/45086015-new-hire-timeline">https://create.piktochart.com/output/45086015-new-hire-timeline</a>
<b>ID Badge Pickup</b>	Please visit Public Safety to receive your ID Badge no sooner than your start date. MUSC Public Safety 101 Jonathan Lucas Street (corner of President and Doughty) Charleston, SC 29425 Hours — 7:30am - 4:30pm <b>*You will need the Badge Form to be able to pick up your badge.</b>
<b>Remote Work Guide, if approved by dept</b>	For resources on remote work, please visit the link below (will need to login using NetID). <a href="https://horseshoe.musc.edu/everyone/information-solutions/working-remotely">https://horseshoe.musc.edu/everyone/information-solutions/working-remotely</a>
<b>Orientation Presentation (if applicable)</b>	<b><u>Mondays at 9:00am via Webex.</u></b> Please login prior to 9:00am. You will receive the link via email. Unsure if you are required to attend orientation? <a href="#">Take this questionnaire.</a> Mandatory <a href="#">MyQuest</a> Orientation Modules: <b>University Virtual New Hire Orientation 2020</b>
<b>Benefits Enrollment (if applicable)</b>	You will receive an email from PEBA shortly after your start date to enroll in benefits. <b>Please note, you only have 30 days to enroll in retirement benefits &amp; 31 days to enroll in insurance benefits.</b>
<b>Payroll Information</b>	Pay Dates (will need to login using NetID): <a href="https://horseshoe.musc.edu/~media/files/hr-files/univ-files/payroll-files/payroll-dates-2020.pdf?la=en">https://horseshoe.musc.edu/~media/files/hr-files/univ-files/payroll-files/payroll-dates-2020.pdf?la=en</a>
<b>Parking Registration</b>	To register for parking, please use the online form here: <a href="https://horseshoe.musc.edu/everyone/parking-services/employees/forms">https://horseshoe.musc.edu/everyone/parking-services/employees/forms</a> . You will need to scroll down to the <b>Vehicle Registration Form</b> . This will register you for the free Hagood Commuter location. For further information on parking please visit your <a href="#">Employee Portal</a> and view your parking task.
<b>Mandatory New Hire Modules</b>	All new hires are required to complete training within 14 days of their start date. You can access the "Annual Mandatories" module from <a href="#">MyQuest</a> (muscn.netdimensions.com). Conflict of Interest: <a href="https://web.musc.edu/about/coi">https://web.musc.edu/about/coi</a> . Scroll to the bottom, click 'Update your Disclosure'. Enter NET ID and the password to complete the questionnaire.
<b>Employee Resource Guide</b>	A comprehensive guide that contains a variety of new hire resources (will need to login using NetID): <a href="https://horseshoe.musc.edu/~media/files/hr-files/univ-files/training/university-employee-resources-eguide.pdf?la=en">https://horseshoe.musc.edu/~media/files/hr-files/univ-files/training/university-employee-resources-eguide.pdf?la=en</a>