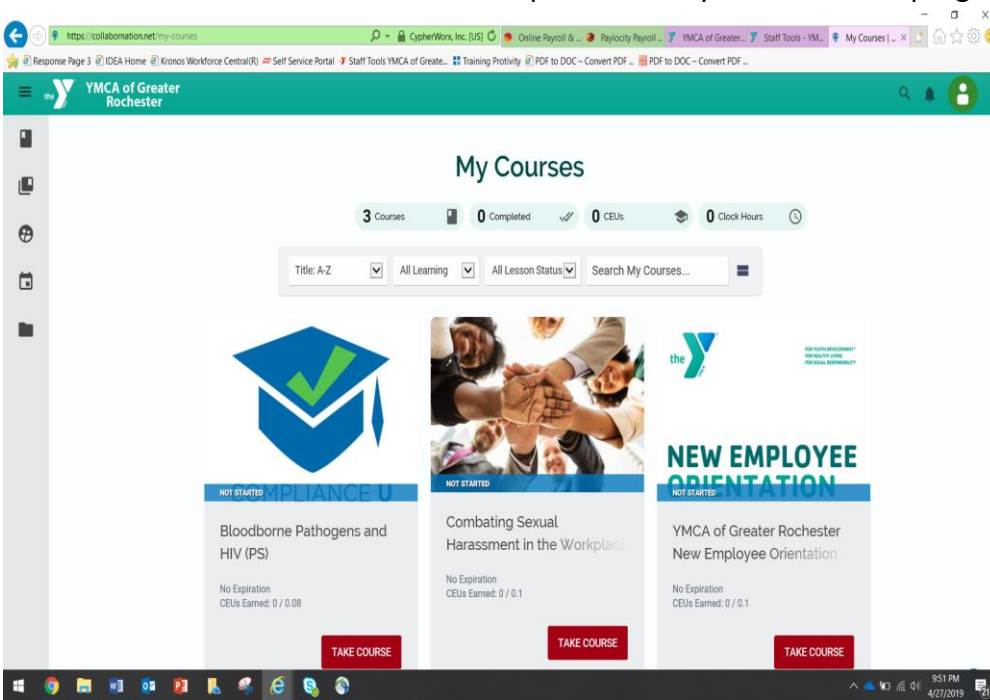


COLLABORATION Registration Instructions

Below are instructions to register and complete New Employee Orientation, Bloodborne Pathogens and Combating Sexual Harassment

1. Go to www.rochesterymca.org
2. At the bottom of right side of the page click on “Staff Tools” in “Quicks Links”
3. Under New Employee Orientation click on “Register” Part I: New Employee Orientation & Part II Child Abuse & Maltreatment Prevention Training of the New Employee Orientation”
4. You will be redirected to collaboration.net to complete the registration– Be sure to use your name as it appears on your social security card
5. Click “Join (FREE)”
6. Click “Yes you are sure you want to join YMCA of Greater Rochester”
7. Select Branch
8. Click Enter
9. You will see these three. Start by clicking on “Take Course”. You may start with any of the courses but all three need to be complete before you can work in program.

10. 



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FOR HEALTHY LIVING
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NEO has two parts: Part I – New Employee Orientation, Part II – Child Abuse and Maltreatment Prevention Training. All new employees must complete both parts within the first 2 days of employment. Both parts need to be completed.

Important Notes

- Employees need to complete all training using the name on their social security card, no nicknames.
- Employees that have resigned and rehired within one year of their original hire date do not need to retake the New Employee Orientation, Bloodborne Pathogens or Combating Sexual Harassment. Please note that we reserve the right to have these employees complete the training again if major updates or changes have been made since their last attendance.
- **Deadlines:** NEO, Bloodborne Pathogens and Combating Sexual Harassment must be completed within the first 2 days of employment and before you may work in program. Exceptions will only be made in the case of illness or extreme circumstances and must be discussed with your branch training representative. Employees are paid for their time to complete all courses.

General NEO Information:

1. Technical support for Parts I and II, please call 1-888-685-4440.
2. General questions should be directed to your branch training representative; if they are not available contact Joan Hazlett at the Association Office 585-263-3929 or at joanh@rochesterymca.org.
3. For system requirements, visit: <https://collabornation.net/system-requirements>

The screen shot below represents the form that MUST be completed to trigger a completion email, and receive credit for completing NEO Parts I & II.

The screenshot shows a web interface for a course completion form. The course title is "YMCA of Greater Rochester New Employee Orientation". It indicates 2 hours of clock hours and 0.1 CEUs possible. The form is divided into three main sections: "Course Information", "Collection", and "Actions". The "Collection" section lists two parts: "Part I: New Employee Orientation - Rochester" and "Part II: Child Abuse and Maltreatment Prevention Training - Rochester". The "Actions" section includes buttons for "Get Certificate", "Course Report", "Give Feedback", and "Help".



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System Note

If you get a message on IE that they need Flash installed, they can sometimes then install Flash and still get an error message. Chrome has an option to "always allow" Flash on our site. See the screenshots below.

