

# New Employee Checklist

- Finalize transportation options
- Pick up your Emory Card
- Download DUO & EmorySafe
- Set up email account
- Register for the Central HR virtual orientation
- Explore the HR Self Service Portal
- Complete trainings in Brainier & EHS Assist
- Register for a walking tour of campus
- Enroll in benefits within 31 days
- Get familiar with the CS Employee Portal

To ensure a smooth transition into your new role, use this checklist as your roadmap!



EMORY  
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Campus Services

Division of Business  
and Administration