# New Hire Required Training

| Course/Title | Owner/Contact, Org. & Phone # | Required Completion Date | Time needed to complete training | How you get registered | Required for all employees & for entrance to Secured Areas | Consequences for not completing training |
|---|---|---|---|---|---|---|
| Initial Computer Security Briefing #9369 | Leslie Linke CIO 7-5823 | As soon as access to a computer is granted | 1 Hour | Available on line Must be done in order to get a token card | Yes | Employee will not receive a token card or a WIN account and will not have access to Eudora or Meeting Maker |
| General Employee Training (G.E.T.) | Victor Rutherford PS-13 665-7977 | The first Tuesday that you work | Class 8 Hours | New Hire & Term Office | Yes | |
| Substance Abuse Awareness Program for Employees #7863 | Tony Mondragon PSAP 7-1866 | Within 6 months of hire date | 20 to 30 minutes. | Available on line | Yes | Badge may be deactivated. |
| Export Control Fundamentals #21208 | Jane Frensdorf SUP-DO 665-0464 | Must be done yearly | 5 to 15 minutes | EIS adds Export Control Fundamentals to all new UC hire's training. Online training – Training Generalist should send out email notifying employee of training. | Yes | Badge may be deactivated. |
| *Training Questionnaire | Manager and employee are required to fill out and submit to Employee Development System (EDS), which creates a training plan for the employee. http://lanl.gov/training/questions.shtml | | | | | |
| Each Division should have a Training Generalist, who notifies the employee of all required training. For brand new employees there is no email that is automatically sent out. | | | | | | |

If your training plan is not filled out then you must go to the training website (http://lanl.gov/training/required.shtml) to pull up training requirements.
OR
Go to LANL Home page, click on Training (located on the left hand side of screen), then click on General Requirements (located on the left hand side of the screen)