New Employee Orientation
CVent Registration Guide for Human Resource Business Partners

Learning and Development
Human Resources
HR.TrainingRegistration@ucdenver.edu
Registration has been moved to CVent

We suggest bookmarking this page as you will visit it for registration and updates.

STEP-BY-STEP GUIDES

- How to Register New Hires
- How to Modify Registrations
- How to Cancel Registrations

https://cvent.me/bVaN0k
STEP-BY-STEP GUIDE

How to Register New Hires

- Click the Register Button located on the bottom of any page
- Please have all the employee’s information ready for enrollment as registration will time-out without activity and you will have to start from the beginning
How to Register

- Fill out all required fields designated with *
- Enter the new employee's **ACTIVE** university email address
- Make sure you click the box next to “I’m registering on behalf of this person”
- Once all the fields are filled out, click “Next” on the bottom to take you to the date selection
- If there are any errors, you will get a message to correct them before you can continue with registration
STEP-BY-STEP GUIDE

How to Register

- Select which date you want the New Employee to gain access to the Canvas NEO course.
- Make sure only one date is selected. Date box will be black and indicate “Selected” when it has been selected.
- If more than one date is selected, you will not be able to continue with registration (an error message will populate).
- Once date is selected, click “Next” on the bottom which will take you to the review page.
How to Register

- Review the registration to ensure information is accurate
- Please verify the New Employee Email Address field (it must be a University email address to gain access to Canvas)
- If everything is correct, click "Submit"
- If you have any edits, click the "Previous" button to take you back to date selection and then "Previous" button again to take you back to the information page
How to Register

- Congratulations, you have registered your new employee!
- The HR Business partner and the New Employee will receive a copy of the Registration Confirmation Email
- The Employee’s supervisor will receive two copies
- You will need to keep the Confirmation Email to make any modifications to the registration
STEP-BY-STEP GUIDE

How to Modify a Registration

- Find the Confirmation Email
- Click “here” to take you back to the NEO registration website or go to CVent from your bookmark
How to Modify a Registration

- Click “Already Registered?” under the Register button

If the “Already Registered” isn’t visible, look for a "Post Registration Page" as a top menu page.
How to Modify a Registration

- Enter the New Employee Email Address in the email field; you can find this email in your portion of the confirmation email.
- Enter the confirmation number; you can find this email in your portion of the confirmation email.
How to Modify a Registration

- This will take you back to your confirmation page
- Click the Modify Registration button
- This will take you back to the information screen. From here, follow the How to Register steps
How to Modify a Registration

- Once you confirm changes, you and the employee will receive a Modification Email.
- You, the employee, and the employee’s supervisor will also receive a new Registration Confirmation Email with updated information.
How to Cancel a Registration

- Find the Confirmation Email
- Click “here” to take you back to the NEO registration website
**STEP-BY-STEP GUIDE**

How to Cancel a Registration

- Click “Already Registered?” under the Register button

If the “Already Registered” isn’t visible, look for a "Post Registration Page" as a top menu page.
How to Cancel a Registration

- Enter the New Employee Email Address in the email field; you can find this email in your portion of the confirmation email.
- Enter the confirmation number; you can find this email in your portion of the confirmation email.
How to Cancel a Registration

- This will take you back to your confirmation page
- Click the Cancel Registration button
How to Cancel a Registration

- Fill out all required fields designated with *
- Click Submit
How to Cancel a Registration

- The registration is now cancelled
- You and the employee will receive a Modification Email
- You, the employee, and the employee’s supervisor will also receive a Cancellation Confirmation Email