

NEO Gone Virtual Checklist

Use this checklist to help you track your progress in completing NEO Gone Virtual. To get started, go to www.uncw.edu/onboarding and click **NEO Gone Virtual**.

Part 1: Required Online Safety Training

- Complete Active Attacker Training
- Complete Harassment Prevention Training
- Complete IT Security Training (2 total):
 - Kevin Mitnick Security Awareness Training
 - Internet Security When You Work From Home
- Complete Environmental Health & Safety Training (3 total):
 - Emergency & Fire Preparedness Overview
 - Hazard Communication Overview
 - Portable Fire Extinguisher Safety
- Take the Safety Training Survey

Part 2: New Employee Welcome Seminar

- RSVP to the New Employee Welcome Seminar Outlook invitation
- Attend the New Employee Welcome Seminar on Zoom

Part 3: Additional Training & Resources

- Review the Additional Training & Resources page

Part 4: New Employee Teams Community

- Login to the New Employee Community on Microsoft Teams
- Share a resource you've recently found helpful on the New Employee Teams page