
2. Hover your mouse over the New Hire Orientation icon and select Morningside Campus.

3. The Morningside & Manhattanville Orientation page launches. Click on the link provided.

4. A new screen will launch, enter in your UNI and Password.  
   **Note:** If you do not have a UNI please send an email to HRLearning@Columbia.edu indicating the date of the session you want to register for.

5. Click Login.

6. On the course description page click on Enroll to the right of the date you want to attend.  
   **Note:** You may have to click on find more classes to see additional dates.
7. The Registration Confirmation page displays, click on Print or Close.

![Registration Confirmation]

8. You will receive an email confirmation. Check your spam folder if you do not see an email confirmation.

For additional support, contact hrlearning@columbia.edu