



What is New Employee Online?

Organizational Development facilitates a series of web seminars offered the second Monday of each month via Centra. New Employee Online is to keep new employees aware of what is available within AgriLife Extension which includes: upcoming changes and tools to assist new employees on the job.

How long are the web seminars?

The web seminars are three hours long from 1:30 to 4:30 p.m.

What topics will be covered or offered in the web seminars?

The topics offered will focus on: individual development for new employees; INVEST and use of volunteers; accountability and TExAS; evaluation techniques and teaching effectiveness; integrating technology; and program development.

Who can participate in the web seminars?

The New Employee Online seminars are open to newly hired County Extension Agents, and Extension Specialists, Associates and Assistants.

How do I enroll in the web seminars?

To register, browse to <http://eit.tamu.edu/centra.html> and click the top link "Texas AgriLife Extension Login Page". The next page to appear is the AgriLife Extension Login Page that allows you to log in with your Centra ID and password. If you do not have a Centra ID and password, click the "Register for" link and create one for yourself.

There are a limited number of seats available for these Centra sessions, so be sure to register early.

After logging in on the main Centra page you will see links on the upper left side of the page. Click on the "Enrollment" link to see a list of folders in the middle of your screen under "Events". Click on the "**Employee Development**" folder. Within the "**Employee Development**" folder you will then select "**New Employee Online**" to see the available training and dates for each of the training events. Click on the word "Enroll" to enroll in the event.

To confirm that you have, in fact, been enrolled, click on the "**My Schedule**" link on the left side of the page to see a list of events you are enrolled in.

To make sure that your computer is set up to run Centra you need to run a system check before the event. At the login page click the "**Centra System Check**" link in the black bar below the AgriLife Extension logo and follow the instructions. Have your

microphone and speakers or headset plugged in to the computer so that you can complete the audio check as well.

Once I'm enrolled, how do I participate in the webinar?

On the day of the session go to <http://eit.tamu.edu/centra.html> click the "Register, Enroll, Attend...Login" link to get to the log in page and log in with your Centra user ID and password. Fifteen minutes before the start time click on "My Schedule" and find the **New Employee Online** scheduled event. Then just click on "Attend" to start the Centra client and connect you to the session.

Where can I get help or answers to my questions?

For a step by step Quick Reference Card for Centra, point your browser to:

<http://eit.tamu.edu/centra.html>

If you have questions or need help please contact:
Information Technology (IT) Centra Help Desk 979-845-9689

What are the upcoming dates, times, and topics for New Employee Online?

October 5, 2009 -- 1:30 - 4:30 p.m.

New Employee Extension Foundations Overview
Rebecca Luckey

November 9, 2009 -- 1:30 - 4:30 p.m.

TBA

December 14, 2009 -- 1:30 - 4:30 p.m.

TBA

January 11, 2010 -- 1:30 - 4:30 p.m.

TBA

February 8, 2010 -- 1:30 - 4:30 p.m.

TBA