

NeoGov Onboard

New Employee Instruction

Guide

The NeoGov Onboarding module automates the issuance, completion and retrieval of the various forms that the new hire is required to complete. This module includes links to policies and new hire information.

4 easy steps to complete hiring paperwork!

STEP 1: Activate Your Account

- New employees will receive an activation email from donotreply@neogov.com to setup their NEOGOV Onboard account. *[Recommended browsers: Google Chrome (version 47 and higher), Microsoft Edge (version 20 and higher), Microsoft Internet Explorer 11]*
- The email will be sent the employee's UH email address [@hawaii.edu] or personal email address.
- The employee must click activation link to set their password.
- After setting a password, the employee can access their NEOGOV account.

STEP 2: Login to Your Account

- The NEOGOV Onboard Portal can be accessed online at login.neogov.com
- Use the email address and password you set for your account to login.

STEP 3: View Your Onboarding Information

- Onboarding Portal Widgets provide the following information:
 - Welcome message
 - Brief introduction to The University of Hawai'i
 - Checklist (Forms and its due dates)
 - Preview Checklist Timeline

STEP 4: Complete Your Onboarding Checklist

- Checklist items include assignments such as forms and videos. Be sure to read the instructions in the checklist for each item.
- To complete a checklist item, simply click on the title of that item.
- Required forms must be completed on or before the due date to ensure timely processing your paperwork.

Future Login: Go to login.neogov.com. Bookmark this page for easy return access. You will be prompted to enter your username and password. Your username is the email address that your initial activation email was sent to. Your password was set by you when you activated your account. Click Sign In.