



## SIGN-ON INSTRUCTIONS FOR NEW EMPLOYEE ORIENTATION SURVEY

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1) Go to: <http://www.athens.edu/>

2) Click on the Athens State Online icon



3) **User ID:** Athens State ID#

**PIN:** Birth date mmddyy (Unless you have changed your PIN from your birth date to another number)

4) Select the “Personal Information” tab, scroll to bottom of section.

5) Select the “Athens State Assessment Tool” link.

6) Select the “New Employee Orientation Evaluation” survey and appropriate term if listed.

7) Complete the survey and click “Finish” at the bottom of the page.

***Please respond within fifteen days of employment.  
Although the survey is optional, your responses will be very helpful in  
completing Assessment Reports for the Office of Human Resources.***