



SIGN-ON INSTRUCTIONS FOR COMPLETION OF SURVEY FOR NEW EMPLOYEE ORIENTATION

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

1). Click on the ASU Online icon 

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

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

User ID:	<input type="text"/>
PIN:	<input type="text"/>

- 4). Select the “Personal Information” tab, scroll to bottom of section
- 5). Select the “ASU Assessment Tool” link
- 6). Select the “Survey” and appropriate term if listed
- 7). Complete the survey and click “Finish” at the bottom of the page

Note: Please complete this optional survey within five days of employment.