



New Employee Orientation Agenda

Academic Center at Largo
1616 McCormick Drive
Largo, MD 20774

Park anywhere on the open lot in the rear of the building

When facing the building use the entrance on your left

Please check in at the Information Desk for directions

9:00 a.m.	<i>Process I.D. Badge</i> Security Office, room 1101, main lobby
9:30 a.m.	<i>Submit and Review HR and Benefits Forms</i> Room 1410
10:30 a.m.	<i>Attend IT Start-Up Training</i> Room 1410
11:15 a.m.	<i>Retrieve I.D. Badge and Parking Materials</i> Security Office, room 1101, main lobby
11:30 a.m.	<i>Lunch</i> Meet supervisor or department designee in the main lobby near the Security Office or at a predetermined location

If assistance is needed on your first day, please call Human Resources at 240-684-5589