

# HR New Employees Orientation Site map: 1st draft

1/17/08

**1.00  
NEO login**  
1) first-time users  
2) returning users



first-time users

**1.01**  
new user prompted to set up their Athena account

**1.02**  
new user prompted to install MIT certificates.

returning users

**1.10  
NEO welcome page**  
1) Tasks  
2) About MIT  
3) Benefits

 non-certificate protected  
 certificate protected

**10.10  
Tasks**  
1) Before your first day  
2) On your first day  
3) Within your first week

**10.11**  
Before your first day

**10.12**  
On your first day

**10.13**  
Within your first week

**20.10  
About MIT**  
1) MIT's mission  
2) MIT home page  
3) Organizational culture  
4) Culture and recreation  
5) Personal and professional development  
6) On campus  
7) Useful information

**20.11**  
MIT's mission

**20.12**  
MIT home page

**20.13**  
Organizational culture

**20.14**  
Culture and recreation

**20.15**  
Personal and professional development

**20.16**  
On campus

**20.17**  
Useful information

**30.10  
Benefits**  
1) Plans  
2) Enrolling  
3) MIT Medical  
4) Educational assistance  
5) Retirement  
6) Time off and leaves

**30.11  
Plans**  
1) Health plans  
2) Pharmacy benefit plan  
3) Dental plan  
4) Reimbursement accounts  
5) Life insurance  
6) Long-term care  
7) Long-term disability

**30.12**  
Enrolling

**30.13**  
MIT Medical

**30.14**  
Educational assistance

**30.15**  
Retirement

**30.16**  
Time off and leaves

### Flash tutorials

**30.11.01**  
Health plans

**30.11.02**  
Pharmacy benefit plan

**30.11.03**  
Dental Plan

**30.11.04**  
Reimbursement accounts

**30.11.05**  
Life insurance

**30.11.06**  
Long-term care

**30.11.07**  
Long-term disability