

EODonline Admin Tool Main Menu Page

**Transportation
Security
Administration**

TESTING

Main Menu

What do you want to do?

- [Manage new hires.](#)
- [Create, edit, or delete folders.](#)
- [Batch print new hires packets.](#)
- [Send templated letters.](#)
- [Create, edit, or delete document sets.](#)
- [Create or edit email templates.](#)
- [Create, edit, or delete entities.](#)
- [Create, edit, or delete groups.](#)
- [Create, edit, or delete roles.](#)
- [Create, edit, or delete user accounts.](#)
- [Edit site wide properties.](#)
- [View Computer Based Training](#)
- [Log out.](#)

You are logged into: TSA

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EODonline Candidate New Hire Home Page



**Transportation
Security
Administration**

Welcome, ACCENTURE TEST1062
[Home](#) - [My Account](#) - [Sign Out](#)
[My Places](#) - [TSA User](#) (Private)

Task List

Please refer to the steps listed below. They contain links to access the items necessary to complete Orientation. Each step must be completed prior to the due date associated with it.

You will need Adobe Acrobat version 4 or above to view your Offer Letter, documentation within the New Hire Overview and new hire forms. If you do not already have the required version of Adobe Acrobat, click [here](#) to download before proceeding to the steps below.

Click the 'Refresh' button on your browser after completing each step to update the links for the following steps.

Step	Task	Description	Link	Due Date
1	Offer Letter	You can view your offer letter in a PDF document. This document can be printed or saved for your records.	Click here to access your Offer Letter	
2	New Hire Overview Computer Based Training (CBT)	Use the link to the right to view the New Hire Overview CBT that has been selected for you. You must complete the CBT prior to accessing the Entry on Duty Forms.	Click here to access your New Hire Overview CBT	Due Date: 01/29/2008 Status: not started
3	Entry on Duty (EOD) Forms	Use the link to the right to access your new hire forms that must be completed prior to your Orientation session. These forms will be submitted electronically.	Click here to access your EOD Forms	Due Date: 01/29/2008 Status: finished
Attend your Orientation Session You will attend Orientation on 01/21/2008. Steps 4, 5, and 6, if present, can be completed before or after Orientation.				
4	Benefits Election Forms	Use the links to the right to access your Life Insurance (FEGLI), Health Benefits (FEHB) and Thrift Savings Plan (TSP) forms. These forms will be submitted electronically. *Please Note: If you are transferring from another Federal agency, the links to the Life Insurance (FEGLI) and Health Benefits (FEHB) Election forms are disabled. Transferring is not considered a Qualifying Life Event.	A) Click here to access your FEGLI Election Forms B) Click here to access your FEHB Election Forms C) Click here to access your TSP Election Forms	A) FEGLI: Due Date: 03/05/2008 Status: not started B) FEHB: Due Date: 04/03/2008 Status: in progress C) TSP: Due Date: n/a Status: not started
5	Beneficiary/Military Forms	Use the links to the right to complete Beneficiary/Military forms. These forms are not submitted electronically and will need to be printed, signed and mailed to the appropriate address. Please Note: You must sign each of these forms with your full legal name. Your full legal name is your full name, including any middle name(s) and surnames (i.e., Jr., Sr, III), that is recorded on your birth certificate or that has been declared your name by a court of law.	A) Click here to access your FEGLI Beneficiary Forms B) Click here to access your TSP Beneficiary Forms C) Click here to access your Other Beneficiary Forms D) Click here to access your Military Forms	A) FEGLI: Due Date: n/a Status: not started B) TSP: Due Date: n/a Status: not started C) Other: Due Date: n/a Status: not started D) Military: Due Date: n/a Status: not started
6	Beneficiary/Military Address Information	Use the link to the right to access address information if you are submitting beneficiary and/or military forms.	Click here to access address information if you are submitting beneficiary and/or military forms	

Contact New Hire Support Team

To send an email to the New Hire Support Team, enter a question below and click the 'Submit' button. To contact the New Hire Support Team by phone, call 1-866-274-6438, option 3.