



Training Acknowledgement Form

Missouri University of Science and Technology, in effort to educate faculty, staff, and student employees on their responsibilities in creating and maintaining an environment free from sexual discrimination, requires all employees to complete the three following training modules within 31 days of the day they begin their term of service with the University:

1) **Building a Foundation: Discrimination, Prevention and Title IX**

This training takes approximately 60 minutes to complete. After reviewing the training materials, you must complete the mastery test with a score of at least 80%. You may review the materials as many times as needed.

2) **Global IT Security Basics**

This training takes approximately 30 minutes to complete. After reviewing the training materials, you must complete the mastery test with a score of at least 70%.

3) **University of Missouri System Campus Emergency Alert Training**

This training takes approximately 30 minutes to complete. There is not a mastery test.

I, the undersigned, hereby acknowledge that I have received notice of Missouri University of Science and Technology policy stating that, within 31 days of my start date, I am required to complete the training modules listed in this document.

Signature

Date

Printed Name

Note: To be added to employee's personnel file

Mandatory Training for New Employees

For the course to run correctly, please disable your pop up blocker and use one of the following browsers:

- Internet Explorer 10 or 11
- Firefox 38 or later.
- Safari 9.1.
- For Mac users, OS 10.10 and the most current version of Safari or Firefox is recommended.

Directions to access and complete the training:

1. Go to <http://myhr.umssystem.edu>
2. Enter your university User ID and password
3. Click on the Performance & Training tile
4. Click on Building a Foundation
5. It may prompt you to login again, use your same university User ID and password
6. Click on Continue to myLearn
7. Click Launch for Building a Foundation: Discrimination, Prevention and Title IX (there are 8 sections to be completed and a Mastery Test)
8. After you've completed Building a Foundation, click on **Learning Plan** at the top, left of the screen (puzzle piece)
9. Launch Global IT Security Basics (there are 4 sections to be completed and a Mastery Test)
10. Launch University of Missouri Campus Emergency Alert Training
11. You may check to see if you have properly completed the training courses by going back to the Training Status

If you have technical issues with the training, please contact the Human Resources Service Center at 573-884-6996 (toll-free at 855-524-0002) or umpshrsupport@umssystem.edu.