# MANDATORY TRAINING FOR ALL UAF EMPLOYEES

ALL trainings are required to be completed within 30 days of hire. Google Chrome is recommended to access these trainings. See below for a list of mandatory trainings and to access information.

- **Title IX** - Training is accessible directly through UA Blackboard. Renewal is required annually.

- **Department Emergency Action Plan (DEAP)** – Department specific, please talk to Morrow Duszynski for the Troth Yeddha campus or your campus director.

**PROOF OF COMPLETION**

Please maintain a copy of your training completion for your records. If you have questions, please contact Morrow Duszynski, CRCD VC Office, 907.474.6569.

## ACCESS AT MYUA

Log onto www.alaska.edu/myua, click on **myUA Employee Services Dashboard > My Community > Learning Library**, then use the search bar to locate the following trainings.

- **FERPA (Family Education Rights and Privacy Act) annual renewal required**
- **Workplace Harassment Prevention**
- **Behavior Based Safety (BBS)**

At the end of each training click the indicated word "*Exit*" when prompted with a large arrow to "*Click to Exit*". If you click the "X" to close the window, you will not receive full credit for completing the course.

## ACCESS AT UAF REQUIRED SAFETY TRAINING

- **Protection of Minors: Shine a Light ***
- **Employee Safety Orientation**
- **Hazard Communications GHS**
- **Office Safety**
- **Slips, Trips and Falls**

## ADDITIONAL TRAININGS

Additional trainings may be required for employees who perform tasks determined to have safety risks as part of their regular duties, such as working in a lab with chemicals or specilized equipment. Please contact your program coordinator to determine if additional trainings are required for your position.

* All employees and volunteers working directly with children are required to take **Protection of Minors–Duty to Report: Mandated Reporter** on an annual basis (access via myUA Learning Library). Please contact your program coordinator to determine if additional Protection of Minors trainings are required for your position.