

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 specialized 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.