

Mandated Training for All Employees

UIN: _____

Password: _____

The University requires all new employees to complete training on certain topics to comply with the Federal Government, State of Texas, Texas A&M System, and Texas A&M – Commerce University laws, policies, regulations, rules, and procedures. The training must be completed within the **first 30 days** of employment and periodically as required. All mandated training courses are available online.

Training to be completed:

1. Orientation to the A&M System (Initial Hire)
2. Information Security Awareness (Repeated every 2 years)
3. Creating a Discrimination-Free Workplace (Repeated every 2 years)
4. Ethics (Repeated every 2 years)
5. Reporting Fraud, Waste, and Abuse (Repeated every 4 years)
6. Retention of State Records (Initial Hire/Excluding Student employees)

DUE DATE: _____

CERTAIN DEPARTMENTS ARE REQUIRED TO TAKE THE FOLLOWING:

Bloodborne Pathogens (yearly)
Hazardous Communications (yearly)

***NOTE* This training MUST be completed by the end of the first day of employment. Failure to complete training by the end of the first day of employment could result in dismissal.**

Getting Started

1. Log on at <http://sso.tamus.edu>
2. **Enter your UIN**
3. **Enter your password:** (When you enter your temporary password, it will say that your password has expired. Then you will be prompted to create a permanent password)
4. You should see your name and UIN. Click on the “**TrainTraq**” tab.
5. You are now on the HRConnect webpage. Click “**Training**” from the selection menu bar at the top.
6. You MUST complete all “Assigned Courses” successfully. For some courses, this may involve passing a test with a score of 100%.

Printed Name

SS#

Department

Title

Start Date

If you are a student employee are you work study or regular campus _____

Email Address

Date of Birth

Please Circle Male or Female

By signing this form I am confirming that I have received my UIN and password.

Signature

Date