

New Employee Training



Effective September 1, 2015, all newly hired employees are required to complete Workplace Harassment Training. Employees may also be required to complete:

- Driver Safety Training
- FERPA Training
- Ethics Training

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Workplace Harassment Training

This is a web based training that can be completed in approximately one hour from your computer.

How to access the training:

- ◇ Go to <https://learn.ue.org/RD3V6098956/UAHAI>
- ◇ Complete the Registration form.
 1. Enter your first name, last name, and email address.
 2. In optional field 1, enter your Employee ID (A Number) and click register (leave optional field 2 blank).
 3. You will receive a welcome email with your username and a temporary password.
 4. You will be prompted to:
 - A. Enter your temporary password
 - B. Create a new password
 - C. Create and answer a security question
- ◇ Choose: Workplace Harassment Prevention Fundamentals

Driver Safety Training

Driver Safety Training is required for those that drive University owned vehicles. Employees should access the United Educators site (<https://learn.ue.org/RD3V6098956/UAHAI>) and choose the Driver Safety Training Course. **NOTE:** Use the same registration instructions as listed under Workplace Harassment Training.

Family Educational Rights and Privacy Act (FERPA) Training

FERPA training is required for those that will utilize Ellucian Banner (Student, Payroll or Human Resources modules). Included is the FERPA training course, FERPA quiz, and FERPA request form and confidentiality statement. The link to the on-line FERPA training is located under the Banner Student Module Accounts heading. Go to:

<http://www.uah.edu/oit/forms/banner-forms>.

Return completed FERPA training forms to SSB 120.

Ethics Training

The Alabama Legislature passed new legislation which requires all public employees who file a Statement of Economic Interests (SEI) form to complete an online educational review of the Alabama Ethics Law. The educational review video is 55 minutes in length. Refer to your terms of offer letter to determine if this training is applicable to you.

Go to: <http://ethics.alabama.gov/info-training.aspx>

The law mandates that the review be completed by each person who is required to submit an SEI form. Upon completion of the training video, you will be allowed to print a Certificate of Completion. Please send a copy of your Certificate of Completion to:

- ◇ Office of Human Resources
- ◇ ATTN: Vonda Maclin