

New Employee Training

Workplace Harassment Prevention Fundamentals

This course explores various facets of workplace harassment prevention through multiple scenarios and clear explanations. The web-based training can be completed in approximately one hour from your computer. It is **required** training for all new faculty and staff and must be completed within 30 days of hire.

Driver Safety Training

This course shares tips on proper preparation, good driving habits, and how to eliminate driving distractions. Driver Safety Training is required for those that drive University owned vehicles.

FERPA: Protecting Student Privacy

This course covers the Family Educational Rights and Privacy Act (FERPA) and is designed to help learners know when (and when not) to release student records. FERPA training is required for those that will utilize Ellucian Banner (Student, Payroll or Human Resources modules).

In addition to these courses, other programs are available that may be required or helpful to you in your position with the University.

- ◇ Crisis Response Planning
- ◇ Teaching Science Safely
- ◇ Mosaic: Prevent Discrimination & Harassment for Faculty & Staff
- ◇ Mosaic: Prevent Discrimination & Harassment for Supervisors
- ◇ Mosaic: Prevent Sexual Violence Together
- ◇ Protecting Children Series
- ◇ Avoiding Supervisory Pitfalls

Directions for Accessing the Training:

- ◇ Go to <https://learn.uah.edu/RD3V6098956/UAHAII>
- ◇ Complete Registration Information.
 1. Enter your first name, last name, and **UAH email address**.
 2. In **optional field 1**, enter your **Employee ID (A#)** and click register.
 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 the applicable training program.

Ethics Training

The Alabama Legislature passed 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/training/intro.aspx>

Upon completion of the **Ethics** 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
- ◇ SKH 102
- ◇ Email: hr@uah.edu

