

Instructions for Completing Online Trainings for Faculty and Staff

As a WSU employee, certain training programs must be completed. These trainings are located online in myWSU either under the Faculty/Staff tab, or as a course in myTraining. Use the information below to determine the required training courses, where you can find them, and how to register.

You will need access to a computer and you should register your completion of each myTraining module.

REQUIRED TRAINING | All Employees

➔ myWSU | Faculty/Staff | Employee Required Training

- ☐ FERPA online training *(complete once every 3 years)*
- ☐ IT Security Awareness Assessment *(complete once every 365 days)*
- ☐ Annual Conflict of Interest form *(complete once every 365 days)*

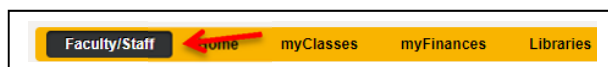
➔ myTraining | Online Modules

- ☐ Campus Safety and Social Responsibility
- ☐ Campus Security Authority (CSA) and Title IX Responsible Employee (RE)

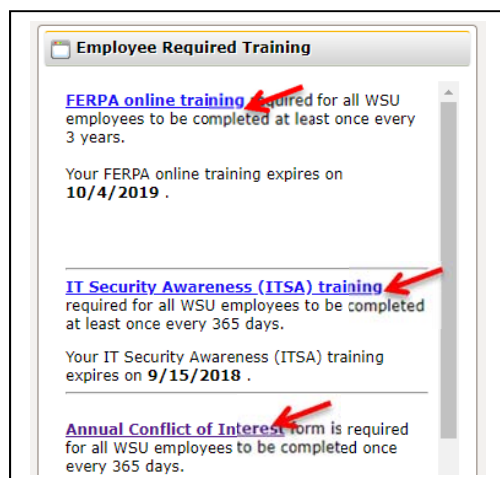
myWSU | Faculty/Staff | Employee Required Training

Instructions:

- 1) Login to **myWSU** and select **Faculty/Staff** tab



- 2) Under the **Employee Required Training** box, select the **highlighted links** of required training you wish to complete (FERPA, IT Security Awareness, or Annual Conflict of Interest).

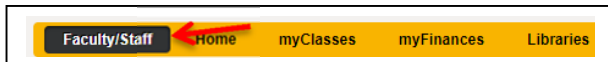


- 3) Follow the instructions listed.

myTraining | Online Modules

Instructions:

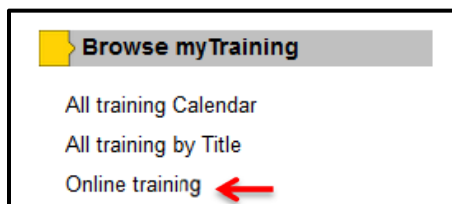
- 1) Login to **myWSU** and select **Faculty/Staff** tab



- 2) Select **myTraining** under the **Employee Training, Resources & Professional Development** box

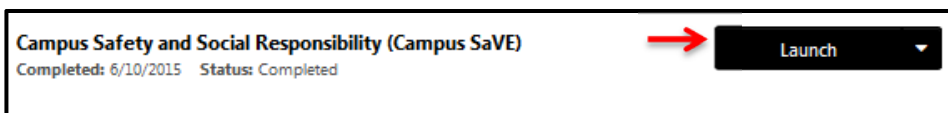


- 3) Select **Online Training**



- 4) Scroll down to select the training module title and select **Request**

- 5) Select **Launch**



- 6) Re-launch any time from your myTraining transcript as needed until complete. Once completed, select the **Mark Complete** button.



New employees are expected to complete these trainings within **7 business days** of your employment start date.

If assistance is needed in order to complete the online format, please contact the Human Resources Training Department. You may email myTraining@wichita.edu.