

# PRAIRIE VIEW A&M UNIVERSITY STUDENT EMPLOYMENT OFFICE STATE MANDATED TRAINING LOG ON INSTRUCTION

The State of Texas and the Texas A&M University system mandates that all new employees must complete five (5) specific training modules: “**Creating a Discrimination Free Workplace (EEO)**”, “**Ethics**”, “**Information Security Awareness**”, “**Reporting Fraud, Waste and Abuse**”, and “**Orientation to the A&M System**” The Student Employment Office requires that all students complete the State Mandated Training before their **prospective date of hire**. All employees, including student employees, are required to retake the training every two years. All training courses are available online to make this process easier for you.

The accuracy of employee’s email information in the BPP database is extremely important in order for the System Office to ensure employee mailings are delivered to the correct address. Please review your university email address in HR Connect to verify it is correct. When any of the categories in HR Connect are updated, the personnel and payroll records will be automatically updated, and thus eliminate the need of completion of forms to request changes to these types of personal information. This online update process will also help in our efforts to improve efficiency and reduce processing costs.

To review your personal email information after signing on to Single Sign On following the instructions below and when you are in HR Connect, click on the “Personal Data” tab to access and update your email information.

## Getting Started

- 1) Log on at <https://sso.tamu.edu>
- 2) **Enter your UIN:** \_\_\_\_\_  
(Contact your department HR Liaison if you don’t know your UIN.)
- 3) **Enter your Password:** \_\_\_\_\_  
(If you do not have a Password, click on “**New Employee – Set up your password**”.)
- 4) After completing Steps 2 & 3, click “**Submit**”
- 5) You should see your name and UIN. Click on the “**HR Connect**” tab.
- 6) You are now on the HR Connect webpage. Click “**Training**” from the selection menu bar.
- 7) You are now on the Train Traq website. You will see four options. “Start Selected Course”; “View Catalog”; “View My Transcript”; and “Return to HR Connect”.
- 8) Click on the dropdown menu for “**Select Course**”. Choose either course and then click “**Start Selected Course**”
  - “Creating a Discrimination Free Workplace (EEO)”
  - “Ethics”
  - “Information Security Awareness”
  - “Reporting Fraud, Waste and Abuse”
  - “Orientation to the A&M System”

First Time Visitors – follow the online directions

Second Time Visitors – select “Start Over” or Continue where I left off”.

**Note:** You can complete as much or as little of the course and come back at a later date and finish each course, but **all five (5) training courses must be completed before you may begin working.**

- 9) “**View My Transcript**” provides the course/class name, status, start date, completion date, and score.
- 10) You **MUST** complete **ALL FIVE** courses successfully before credit can be given.

## Questions?

Please contact Student Employment for assistance with your UIN numbers at 936-261-1793 or if you have any questions about this training, contact Office of Equal Opportunity at 936-261-2123.