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 the 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.

7) For the Camus Safety and Social Responsibility module only, once completed, select the Mark Complete button on your transcript.

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.