Instructions for Completing Online Trainings for Student Employees

As a WSU student employee, certain training programs must be completed. These trainings are located online in myWSU either under the myFinances 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 Student Employees**

- **myWSU | FERPA Online Training**
  - FERPA online training
  - IT Security Awareness (ITSA) Training *(complete once every 365 days)*
- **myTraining | Student Employee Training | Online Modules**
  - Campus Safety and Social Responsibility
  - Campus Security Authority (CSA) and Title IX Responsible Employee (RE)

**myWSU | FERPA Online Training**

Instructions:

1) Login to *myWSU* and select *myFinances* tab

2) Scroll down to the **FERPA Online Training** box. Select the **highlighted links** of required training you wish to complete (FERPA online training or IT Security Awareness (ITSA) Training).

3) Follow the instructions listed on the links.
myTraining | Student Employee Training | Online Modules

Instructions:

1) Login to myWSU and select myFinances tab

2) Select myTraining under the Student Employee Training 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 student 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.

Revised 5-3-18