How Do I Access and Complete My Compliance Training?

The compliance training programs are located in *My Learning Connection*, which is accessed through the *My Missouri State* portal:

- **My Missouri State portal** (www.mymissouristate.edu)
    - ○ *Profile tab – Professional Development* for all Faculty and Staff or
   - ○ *Student Tab – My Employment for* Student Employees (including GAs)**.**

Navigation Tips:

- Pop-Up Blocker setting is *__off__* prior to accessing the training programs.
- There is audio and Closed Caption included with all videos and online trainings.
- MAC Users are encouraged to complete the trainings on a PC.

Step 1: Select the **My Transcript icon** on your Welcome Page.

Step 2: The assigned training, Mandatory Employee Compliance Training – for New Hires and 3 Year Renewal, will be located on your Active listings. Select the **Open Curriculum button** to open the course and access the individual trainings.
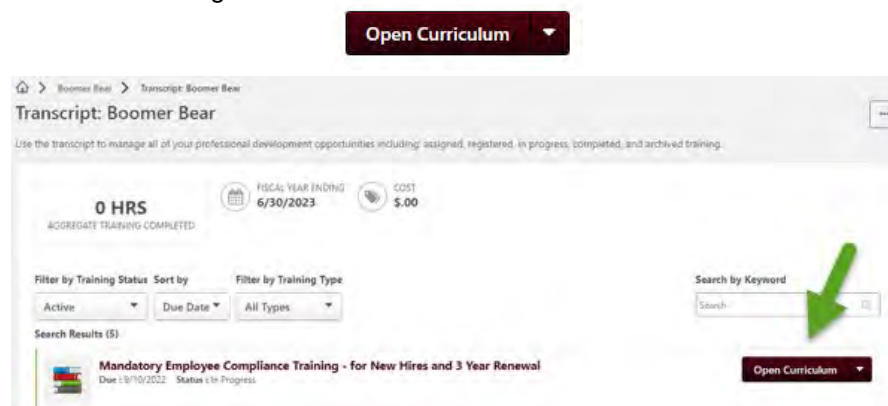
After opening the Curriculum, you will see **four** (**4**) **training components** listed to complete. The training components will be completed individually in sequence requiring acknowledgement for each. The **Launch button** will appear for the trainings as you complete the previous requirement.

Your **Curriculum Progress** in completing the assigned training will be displayed in the upper left corner of the page. The progress is updated after you have electronically signed the acknowledgment after each individual training component.

Step 3: Select the **Launch button** next to the first training item - Compliance Training Introduction with President Clif Smart.

***Navigation Tip:*** *All the trainings open in a new window.*

Step 4: Press the **Play button** to start the video. There are standard video controls at the bottom of the screen you can use to adjust settings for viewing the video.

Step 5: After viewing the video, Select the **Mark Complete button** to navigate back to the Curriculum listing for the training so you can acknowledge your completion electronically.

Step 6: Select the **Sign button** for the training you just completed.
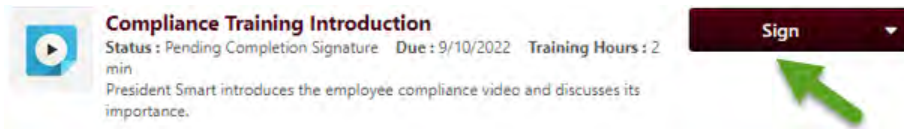
A page will open with a section titled "Acknowledge Completion," where you will electronically sign to document your understanding and completion of the training. Review the acknowledgement statement. Select the **Sign button** beside your name to confirm acknowledgement and to document completion.


After selecting Sign, your **signature along with the date and time** will appear next to your name.
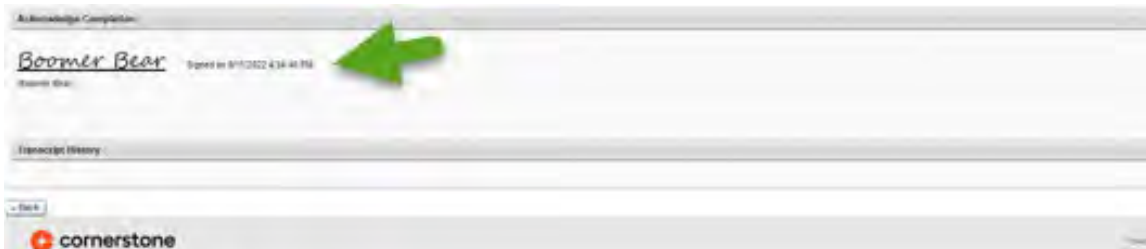

Step 7: To navigate back to the Curriculum listing to access the second training component, Discrimination Awareness in the Workplace, Select the **Back button** at the bottom of your page located under your signature.

Congratulations you have finished the first of four components assigned to this curriculum. You will notice that your **Curriculum Progress** meter now shows that you are **25% completed** with your assignment. Additionally, you now have the **Launch button** next to your next training visible for you to access and start the second training.
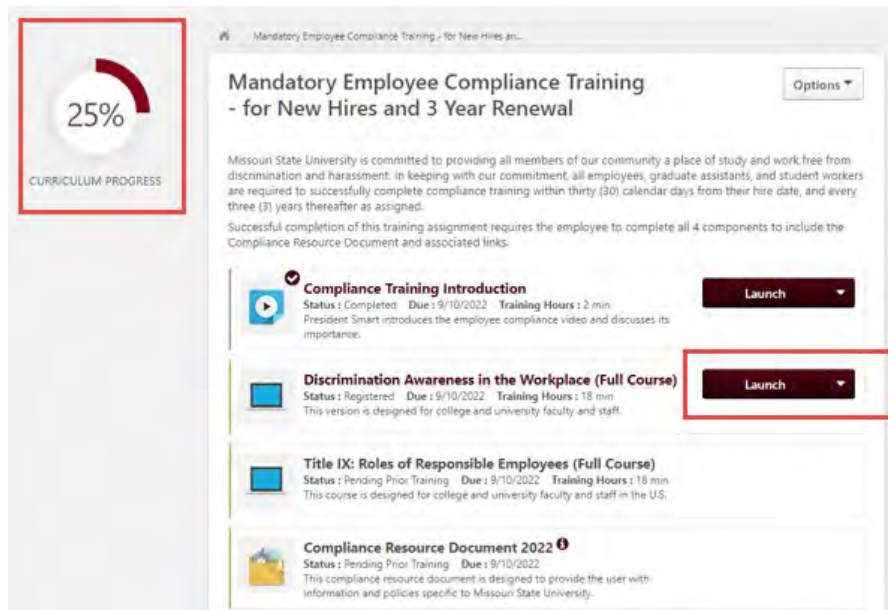

Step 8: Select the **Launch button** next to the training item.
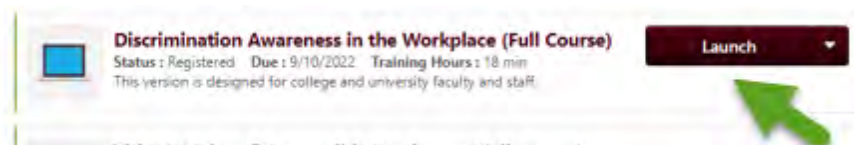
Navigation Tip: *Remember all trainings will open in a new window. You will note that the length of expected time to complete the training is listed next to Training Hours in minutes. The individual sessions do not bookmark, so please ensure you have enough time to complete the session in its entirety.*

After selecting the Launch button, the online training will load in a new window. You may see the following message if the training does not load immediately. Click to open the session.
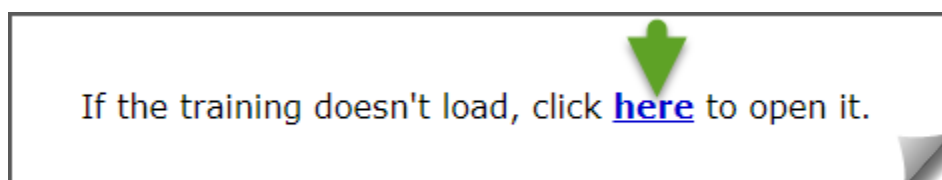
Step 9: The training will open to a page that requests that you accept the copyright and disclaimer information. Please select the **Accept button** to move forward to access the course.


After selecting Accept, the online training will open to its navigation page for the session, there are four sections to the Discrimination Awareness in the Workplace training including a final assessment.

Please use the navigation tools on this page to complete the training in its entirety. The program does not bookmark your location if you step away or close the training before completing the assessment. The Course duration is listed under Course Details, so you can plan accordingly.
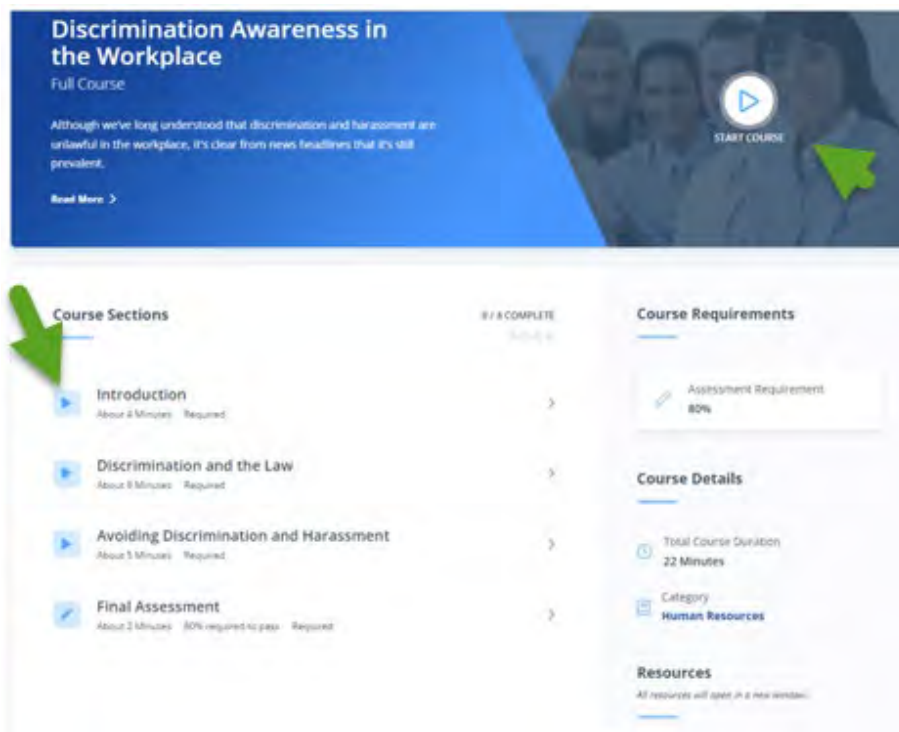

Step 10: Select **Start Course** or **Navigation arrow** starting with the **Introduction section** to the **Final Assessment.**
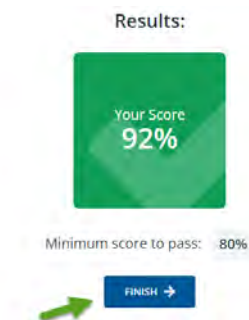
There are navigation tools at the bottom of the training that you can use to adjust settings for your viewing.
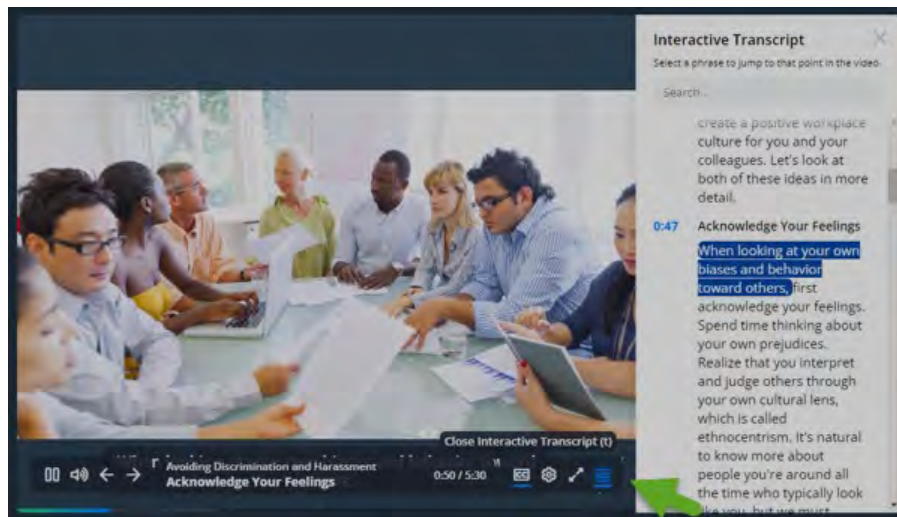
Additionally, the system will track your progress on the site to show what you have completed as you complete the sections. To successfully complete this course, you will need to achieve an 80% on the assessment. **You will receive additional questions to answer with the assessment if you are not successful in achieving the 80%.**
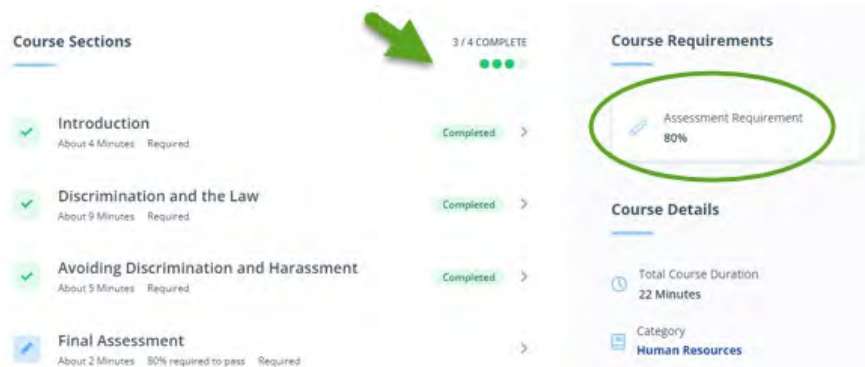
Step 11: Select the **Finish button** after you receive confirmation on your Final Assessment results to complete the training and navigate back to the **home page of the training**.
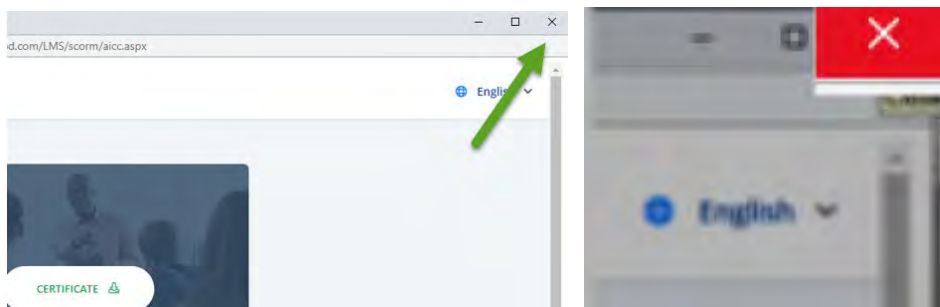
Home Page:

Navigation Tip: There is no need to print the certificate at this level.

Step 12: Select Close on the upper right-hand corner to close the open window for the individual training module to navigate back to the course Curriculum to document and acknowledge your completion electronically.

Step 13: The button next to the online training that you just completed will display **Sign.** Select the **Sign button** to open the *Acknowledement section* so you can electronically document your completion of the training.

A page will open to the section titled "Acknowledge Completion," where you will electronically sign to document your understanding and completion of the training. Review the acknowledgement statement. Select the **Sign button** beside your name to confirm acknowledgement and to document completion.


After selecting Sign, your **signature along with the date and time** will appear next to your name.
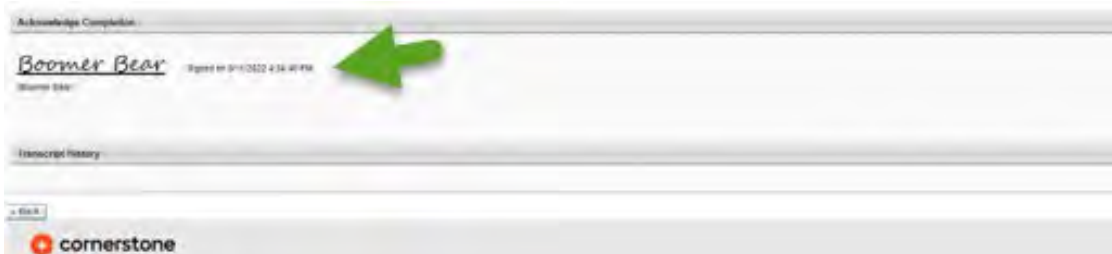
Step 14: To navigate back to the Curriculum listing to access the second training component, Discrimination Awareness in the Workplace, Select the **Back button** at the bottom of your page located under your signature.

Congratulations you have finished two of four components assigned to this curriculum. You will notice that your **Curriculum Progress** meter now shows that you have completed 50% of your assignment. Additionally, you now have the **Launch button** for your next training to access and to start the next training.
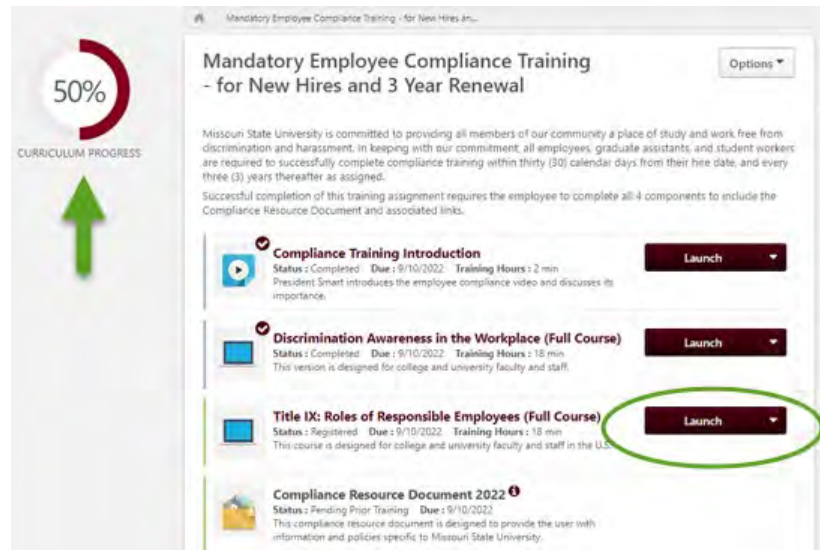

Step 15: To complete the **Title IX: Roles of Responsible Employee** online training component, **Return to Step 8** and follow the same steps again to **Step 14** to launch, navigate, complete, and electronically document your completion.

After electronically signing your acknowledgement for **Title IX: Roles of Responsible Employee** session, you now have completed three of the four components assigned to this curriculum. You will notice that your **Curriculum Progress** meter now shows that you have completed 75% of your assignment.

Additionally, you now have the **Launch button** next to your final training component visible to you for accessing the training.
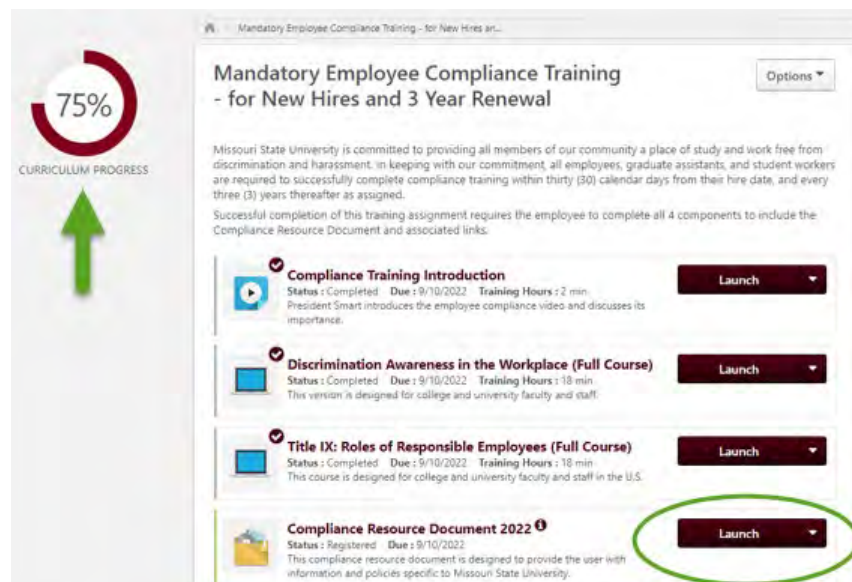
Step 16: Select the **Launch button** next to the training item to access the document.
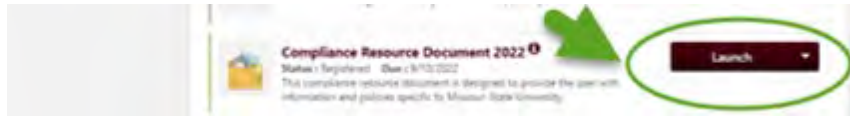
A resource document from the Office for Institutional Equity and Compliance (OIEC) will open as a PDF for you to read. You can download or print the document to save as a resource for accessing University policies and resources available to you as an employee. There are navigable links to University policies for you to access and read.
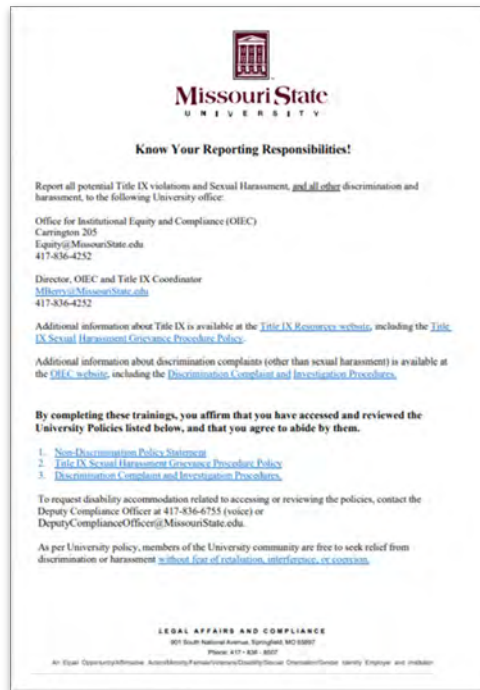
Step 17: After viewing the document, close the PDF document to return to the Curriculum listing. Select the **Mark Complete button** to document completion.


Step 18: Select the **Sign button** next to the Compliance Resource Document 2022 to access the Acknowledgement section and to electronically sign.

A page will open to a section titled "Acknowledge Completion," where you will electronically sign to document your understanding and completion of the training.   Review the acknowledgement statement. Select the **Sign button** beside your name to confirm acknowledgement and to document completion.


After selecting Sign, your **signature along with the date and time** will appear next to your name.
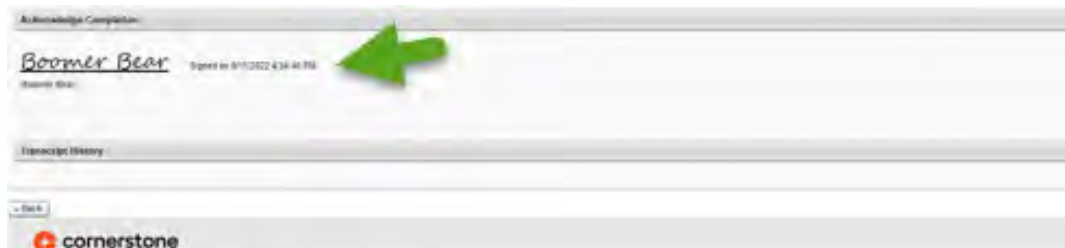
Step 19: To navigate back to the Curriculum listing, select the **Back button** at the bottom of your page located under your signature.


Congratulations, you have completed all four components assigned to this curriculum. You will notice that your **Curriculum Progress** meter now shows that you have completed 100% of your assignment.
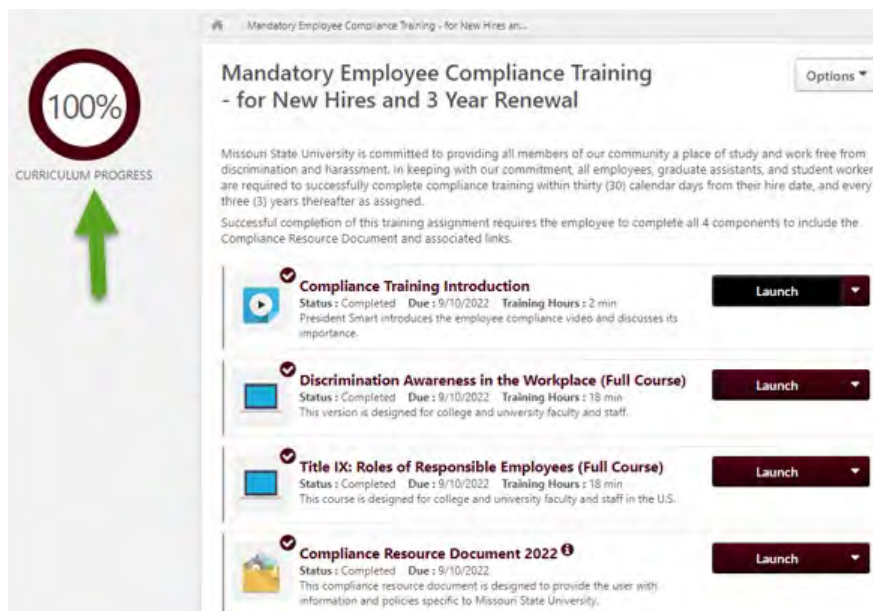
Step 20: You can now view and print your certificate from the **My Transcript area** after completion. All completion information is electronically documented and retained in your *My Learning Connection* transcript under **Completed.**
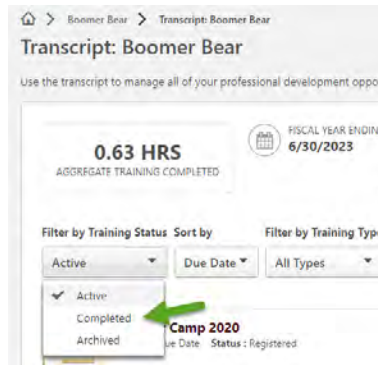
Step 21: Locate the training under your Completed area of your transcript, select the **View Certificate button** to view your completion certificate.
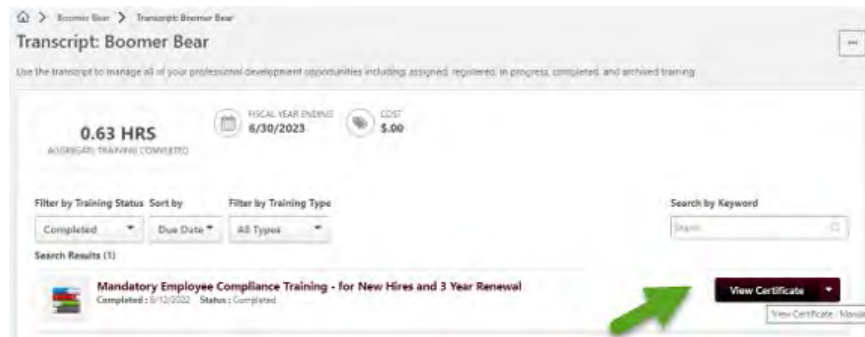
The certificate opens as a PDF, you can print and save it to your files for your records or to send to your supervisor to document your completion.
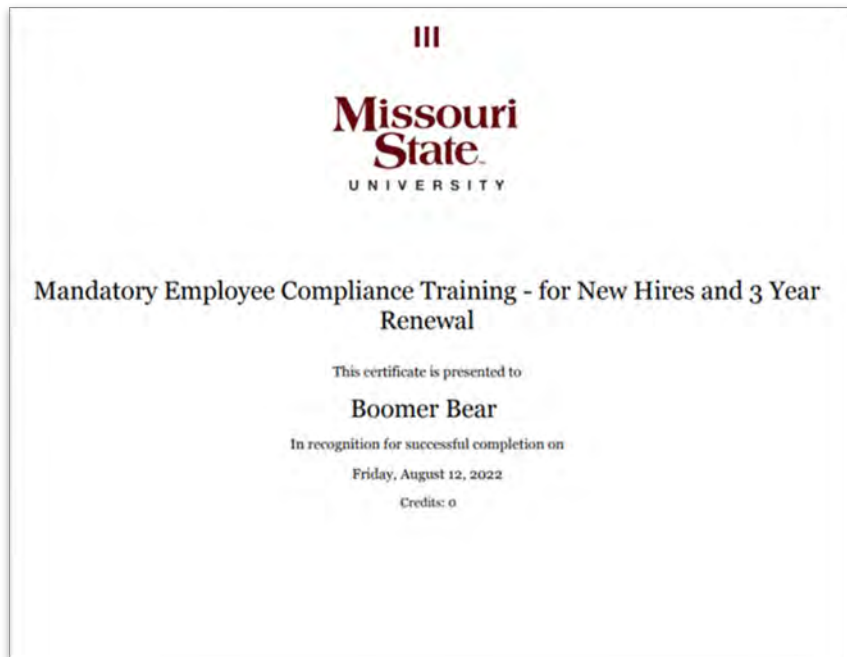
*Navigation Tip: To access your certificate later, filter your transcript information by **Completed** or **Archived** to view your completed trainings and their certificates.*