

Employee Help Guide – Completing Mandatory Employee Compliance Training

To access My Learning Connection:

- Log into my.missouristate.edu.
 - Locate the **Learning and Development Card**.
 - Click the **My Learning Connection** link.
- Select the **My Transcript** icon to access your training events.

Tips for avoiding issues:

- To reduce the chance of system issues, please use the **Chrome browser on a Windows PC**.
- Make sure your browser is **not blocking 3rd party cookies** (which is the default setting).
- Your browser needs to **allow pop-up windows**. (You may need to enable pop-up windows to open).
- If your training gets stuck or does not allow you to move forward, **refresh the page or close and reopen the browser window**.
- Always check your transcript after completing any training to ensure your training assignments register as completed.**



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

Step 2: Click the **Open Curriculum** button next to **Mandatory Employee Compliance Training**.



The **Curriculum** page lists the Two (2) training components and your **Curriculum Progress** in the upper left corner of the page. The components will be completed individually, in sequence, requiring acknowledgement for each. A **Launch** button will appear for the next component as you complete the previous one.



Step 3: Click the **Launch** button next to the first training component – **Preventing Harassment & Discrimination: Non-Supervisors Clery Act and Title IX**.

Navigation Tip: After clicking the **Launch** button, the **Preventing Harassment & Discrimination: Non-Supervisors Clery Act and Title IX** training will open in a **new window** (not a new tab in the existing window). As you progress through the training, you will be asked to click on **links to external content**. These links will open in a **new tab in the same window as the Curriculum page** (not the Preventing Harassment & Discrimination training window). To return to the Preventing Harassment & Discrimination training after reviewing linked information, **click on the Preventing Harassment & Discrimination training window, in your Taskbar**.

Step 4: Scroll down and click the **Accept** button on the **Disclaimers and Copyright** page to access the **Course Details** page.

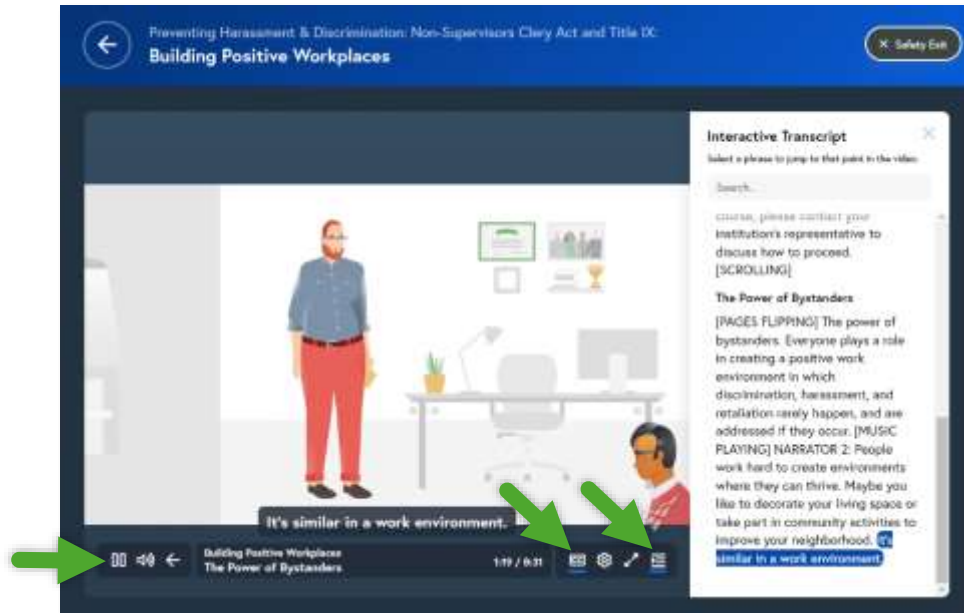


Course Details page: There are several sections to the training including a **Final Assessment** that you will need to complete and pass. Your progress will be updated as you complete each section of the training.



Step 5: Dismiss the **Safety Exit Message** and Click the **Start Course** button or **Play** button next to the first section.

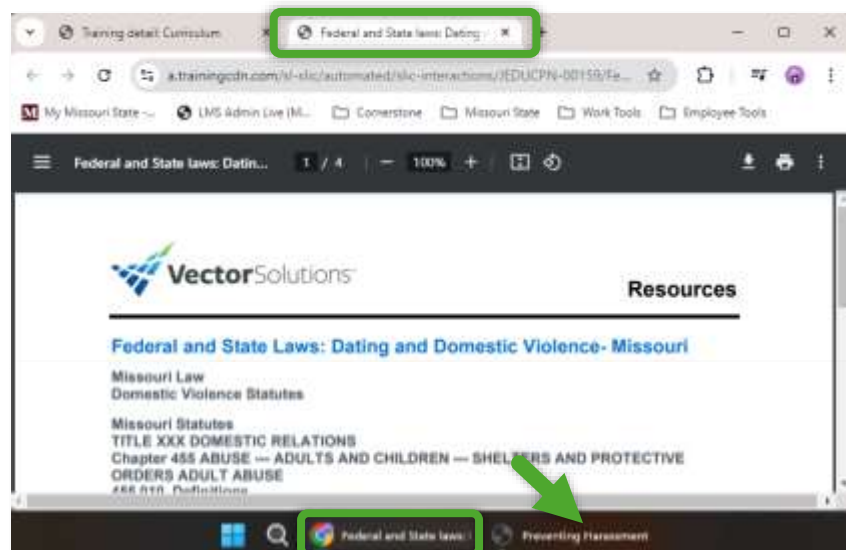
In each section, there are videos and interactive cards. Use the controls at the bottom of the videos (such as *Pause/Play*, *Volume level*, *Closed Caption*, and *Interactive Transcript* options).



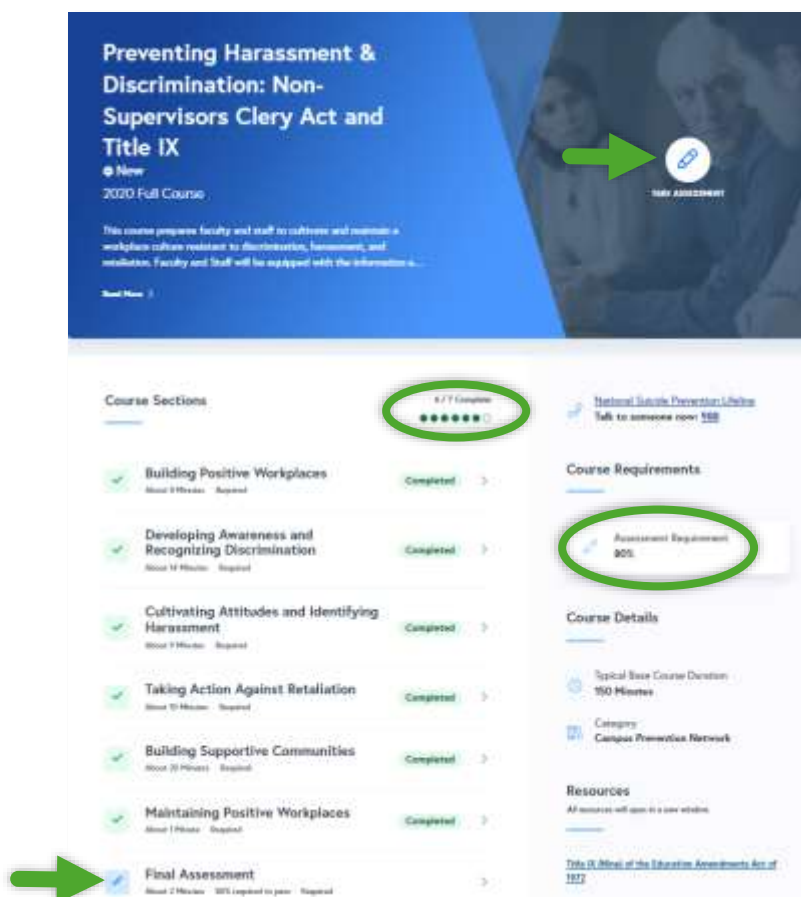
Step 6: Follow prompts throughout each training and click on interactive items as required. As you complete each section, you will be redirected back to the **Course Details** page to start the next section.



Navigation Tip: As you progress through the training, you will be asked to click on **links to external content**. These links will open in a **new tab in the same window as the Curriculum page** (not the Preventing Harassment & Discrimination training window). To return to the Preventing Harassment & Discrimination training after reviewing linked information, **click on the Preventing Harassment & Discrimination training window, in your Taskbar**.



Step 7: After completing the first Six (6) sections, you must pass the Final Assessment with score of 80% or greater before returning to the **Curriculum Page**.



You have completed **Preventing Harassment & Discrimination: Non-Supervisors Clery Act and Title IX** training. You may now close the training window (if not automatically redirected to the **Curriculum page**).

Step 8: On the **Curriculum page**, Click the **Sign** button to open the **Acknowledgement screen**.



Step 9: On the **Acknowledge** screen, review the acknowledgement statement, click the **Sign** button, and then, click the **Back** button to return to the **Curriculum** page.



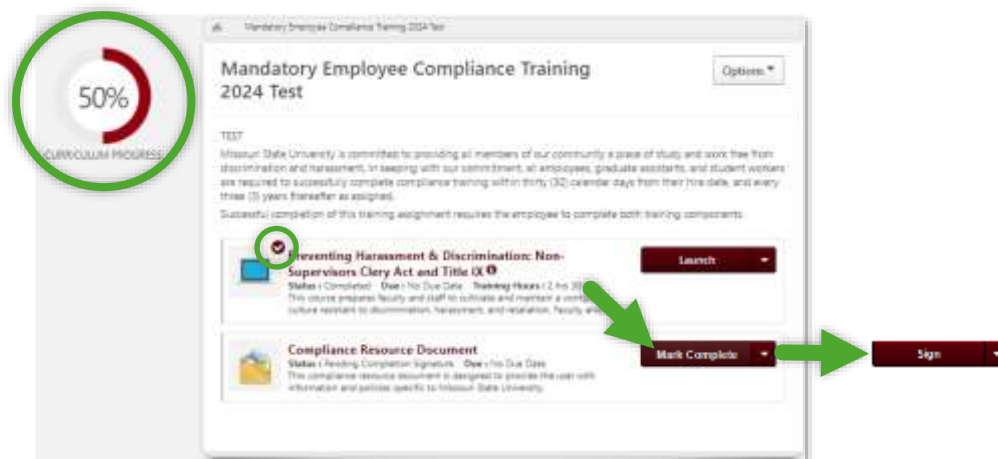
Your **Curriculum Progress** should now show **50% completed**.



Step 10: Click the **Launch** button next to the **Compliance Resource Document**.

The **Compliance Resource Document** will open as a PDF. There are navigable links to university policies for you to access and read.

Step 11: Read the document and close it to return to the **Curriculum** page. Click the **Mark Complete** button. Then, click the **Sign** button next to the **Compliance Resource Document** to access the **Acknowledgement** screen.



Step 12: As before (in Step 9), review the acknowledgement, click the **Sign** button, and click the **Back** button to return to the **Curriculum** Page.

Step 13: To navigate back to the Curriculum page, Select the **Back button** at the bottom of the page (located under your signature).

Congratulations, you have completed the curriculum. Your **Curriculum Progress** meter should now show **100% Curriculum Progress**.



Step 14: Return to your **Transcript** to verify that your training is tracked as complete. You should receive a Completion Email as well.