

**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 the 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 you are in HR Connect, click on “Personal Data” tab to access and update your email information.

Getting Started

- 1) Log on at <https://sso.tamus.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 are now on the Single Sign On Screen and should see your name and UIN. Click on the “**Train Traq**” tab.
- 6) To access each training module you must click “**Search**” from the selection menu bar.
- 7) To complete the required modules, you must enter each required course name or course number as follows:
 - Ethics Course Number: 99001
 - Creating a Discrimination-Free Work Place Course Number: 99002
 - Reporting Fraud, Waste, and Abuse Course Number: 99003
 - Information Security Awareness Course Number: 3001
 - Orientation to A&M System Course Number: 99004
- 8) Click on the course name. Then Click “**Start Course**”
 - First Time Visit – follow the online directions
 - Second Time Visit – select “Start Over” or Continue where I left off”.
 - You can complete as much or as little of the course as you wish.
 - You may 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) You **MUST** complete **ALL FIVE** courses successfully before credit can be given.
- 10) Once you complete all 5 courses select “**Transcript**” from the selection menu bar. Your transcript will provide the course/class name, status, start date, completion date, and score. **You must print this page.**
- 11) Attach your **Transcript** to your New/Re-Hire packet and **submit your entire packet to the SEO** 5 business days prior to your date of hire.

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.