

Child Protection Training

How to show proof of completion and how to access the training

Proof of completions

A&M System employees

Employees in TrainTraq have all of their completions recorded on a transcript which includes the employee's name, the title of the course, date of completion and score. It can be downloaded as a PDF. Instructions on how to access and print out your transcript in TrainTraq can be found at, <http://apps3.system.tamus.edu/Help/TrainTraq/employees/accessing-and-reading-your-transcript/>.

A&M System affiliates

A&M System Member affiliates are individuals who will be helping with A&M System Member-sponsored programs for minors, but who are not on payroll at the time they take the training. A&M System Member affiliates that access the external gateway are sent an e-mail notification to the e-mail address they used to login. The e-mail contains a link where the affiliate will be able to download a printable PDF.

How to access training

TrainTraq for A&M System employees

There are two ways an employee can access training:

A. Manual assignments

Training can be manually assigned to employees in TrainTraq by someone with one of the TrainTraq processor roles. The benefit of manual assignments is that the course assignment shows up on the Home tab when an employee logs in and it isn't necessary to conduct a course search. It also sends an e-mail to the employee notifying them of the assignment and states the due date.

B. Course search

The following describes the steps to find the training in TrainTraq:

1. Access TrainTraq via Single Sign On (SSO), <https://sso.tamus.edu>. They will need to know their UIN and password.
2. Click TrainTraq in the SSO Menu.
3. Click the Course Catalog tab in the top left of the menu.
4. You can search for the course by typing "Child" in the Course Name field or by typing the course number (2111652) in the Course Number field.
5. Click Search.
6. Child Protection Training course will appear. Click on the title.
7. Click Start Course.
8. Click Confirm.

External Gateway for A&M System affiliates

The external gateway is intended for A&M System Member-affiliated individuals only. To access the gateway, an individual needs two things: a working e-mail address and the password.

Instructions to access the gateway:

1. Go to, <https://apps7.system.tamus.edu/TrainTraq/web/External/ExternalGatewayLogon.aspx>
2. Type in your e-mail address and the password*. ***The gateway will send the completion certificate to this e-mail address.***
3. Click Submit.
4. Find the desired course. In this case, *Child Protection Training (course no. 2111652)*.
5. Click Start.
6. You will be required to enter your name, employer and the “How did you hear about this course?” fields. ***It is very important to ensure you enter your first and last name because that is what will appear on the completion certificate. You can also enter in your work address, city, state, and phone number, but those are not required in order to view the course. If you fill out those fields, they will appear on the completion certificate as well.***
7. Click Save.
8. Click Start Course.
9. Upon successfully completing the course, an e-mail will be sent to the e-mail address that was used to login to the gateway. The e-mail will contain a link to the completion certificate. When you click the link, you’ll have the option to download the certificate as a PDF.

*(Contact the Office of Academic Engagement & Student Success for the password to access the external gateway training module with Jamila Clayton, 936.261.5914, jclayton@pvamu.edu.)