

Huckaba, Richard C

From: Subhani, Mohammed A
Sent: May 11, 2007 10:59
Subject: Job-Specific Compliance Training

Now that you have completed your annual GENERAL compliance training, it is now time to complete the job-specific training modules. This training is being assigned to you based on your job responsibilities. Remember, if you are off campus or working via a wireless connection on campus, please follow the instructions for off-campus access.

Please complete the training by June 11, 2007. Instructions on how to take your training are listed below. If you encounter problems with the Training Post, call the Training Post Help-Line: ext. 2240, or email Meeoak Cho at meeoakc@utdallas.edu. For more information on UTD's Institutional Compliance Program and the Compliance Training Program, please visit the following web site: <http://www.utdallas.edu/audit-compliance/training.htm>. Thank you for your participation in this important training process.

Training Instructions:

Optimal viewing of the Training Post can be achieved by setting your computer screen to 600x800 pixels.

To get to The Training Post, go to the following website: <https://trainpost.utdallas.edu>

1. Click on START ON-LINE TRAINING. **All previous passwords have been cleared.**
2. Set your password (self-setting, 6 or more characters)
3. You must complete each course to get credit.

If you do not have access to a computer, please utilize one of the following options:

✍ For **student** employees, training is accessible from the computer labs.

✍ For **non-student** employees, training is accessible from computers in the Library (go to the circulation desk, show staff ID and request a network password).

✍ For **off-campus or wireless** access, you must utilize the Virtual Private Network (VPN): <http://www.utdallas.edu/ir/tcs/vpn/howto.htm>. Follow the step-by-step installation procedures listed on the vpn website. You must have a NETID (UNIX username/password). If you've forgotten your NetID, go to <https://netid.utdallas.edu>. Enter your social security number and birthdate to get your NetID. If you have questions about or problems with either VPN or NetID, call the Information Resources help line at ext. 2911.