



THE UNIVERSITY OF TEXAS AT DALLAS

# Office of Audit and Compliance

## Training

UTD has instituted a General Compliance Training Program. This training is required of all regular, benefit eligible employees (50% time or more for at least 4.5 months). The training program provides basic information about laws and regulations with which employees must comply. In addition, the training provides references regarding who employees can talk to, and websites they can visit for more information.

UTD's training software is called **The Training Post**. This is a web-based training program that employees will take from their individual computers at their convenience.

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

1. For student employees, training is accessible from the computer labs.
2. 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).
3. For off-campus access:
  - a. You must utilize the Virtual Private Network (VPN):  
<http://www.utdallas.edu/ir/tcs/vpn/howto.htm>. Click on the link and follow the step-by-step installation procedures.
  - b. 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.
  - c. If you have questions or problems with either VPN or NetID, call the Information Resources help line at ext. 2911.

**To get to The Training Post:**

1. Go to UTD's website (using, for example, Netscape or Internet Explorer)
2. Click the "T" on the Index
3. Click on "The Training Post" (or type in the following URL: <https://trainpost.utdallas.edu>)

**Once in The Training Post:**

1. Click on "Start online training" (All previous passwords have been cleared).
2. Set your password (self-setting, 6 or more characters)
3. Each course takes approximately 15 minutes to complete. You must complete the course to get credit.

**If you encounter problems:**

Call the Compliance Office at ext. 2233, or click the "Training Suggestions" button on the front page of The Training Post and send us an email with your questions and suggestions. You may also email us directly at [compliance@utdallas.edu](mailto:compliance@utdallas.edu)

**Did you forget your password?**

- It is the password that you put in the first time you went into The Training Post.
- If you just can't remember call ext. 2240 or 2233 to have your password reset.
- You will not lose credit for courses already taken.

**Reviewing a Course**

Click on "Review a course" to take a course for your information only. If you would like a course added to your required course list (for credit), you may call ext. 2240 or 2233 and have it added.

Updated: November 2, 2006