Required Training for Assistantship Recipients

Overview:
Various federal, state, and university guidelines require UNM to ensure that all assistantship recipients are aware of and receive training in specific standards and eligibility requirements. To make these trainings convenient for you, OGS has partnered with Human Resources (HR) to provide the following four trainings on-line at HR’s Learning Central:

- Basic Annual Safety
- Preventing Sexual Harassment
- Ethics: A Framework for Decision Making
- Securing Private Data

All Teaching Assistants, Graduate Assistants, Research Assistants, and Project Assistants will be required to complete these four trainings on an annual basis in order to maintain eligibility for holding an assistantship.

Deadline:
All assistantship recipients who wish to remain eligible for extending their assistantship into Spring 2012 or beyond must complete these trainings by November 1, 2011. We recommend that you complete the trainings as early as possible in order to maximize the value of the trainings. You need not complete all trainings in one session.

Instructions:
To complete the trainings, you must log onto Learning Central and follow the instructions below. To get to the training, click the link below or copy and paste it in a browser address window: https://learningcentral.health.unm.edu/plateau/user/login.jsp

Once you see the Online Training Center:

1. Log in with your UNM Net ID (instructions are on the Web page if you have problems)
2. Click on "Learning Plan" in the Learning Plan window (right side of the screen)
3. Select and complete each required module listed. Be sure to take the test or acknowledgment to finalize and complete each module.

If you have questions or need help logging in, contact Employee and Organizational Development at 277-1555.

Remember that these trainings will help you understand better your responsibilities to your colleagues, students, and co-workers, and they will help refresh your understanding of federal, state, and university guidelines regarding ethical conduct, safety, and securing private information.