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October 1, 2018

To: UA Faculty and Staff

From: President Johnsen

By the terms of the university's agreement with the U.S. Department of Education, Title IX required training is due for all University employees today, October 1. This requirement has been communicated broadly via email and myUA.

My thanks to all of you who have completed the training! You are making a contribution to our culture of respect at UA.

For those of you who have not yet completed the training, please take the time now to do so. It will take you no more than an hour to complete it, a very small investment of time on a very important topic. Below is helpful information to assist you with completion.

Jim Johnsen

President, University of Alaska

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Title IX Training

All responsible employees (staff, faculty, and Res Life student employees) need to complete either the Title IX Training (first time) or the Title IX (ANNUAL REFRESHER) FY19 Training. University of Alaska Human Resources Information Systems (HRIS) has auto-populated the appropriate FY19 training for all employees in the myUA Learning Library available at <https://www.alaska.edu/myua/>. After completing the training, employees must click 'Exit' in order for the training record to correctly update in the learning library.

Only training completed after July 1, 2018, will count toward the FY19 training requirement.

Completion Reporting

Supervisors are able to view their direct report's training completion through myUA. After logging in to the [myUA Employee Services Dashboard](#) go to "My Team" -- "Team Details" and for each employee select "I want to view details". Under the "Development and performance" tab, supervisors can see which training has been completed and the date of completion.

[University of Alaska Training Website](#)

The following website has information to assist employees with completing their training: <https://alaska.edu/hrtraining>. Google Chrome is the recommended browser for the Title IX training.

Additional Assistance

If employees need additional assistance, please have them contact the HRIS Help Desk at (907) 450-8214 or email ua-hris-helpdesk@alaska.edu.