

3. Required Training as a New Employee

Do I need to complete training?

Yes, all A-State employees are required to complete certain training courses for compliance purposes. This includes part-time employees, student workers, and graduate assistants.

Where do I complete my new employee training?

You will need to log into your [Pack Portal](#) account and click on the [Employee Learn Center](#).. Click on the New Employee Training Seminar module under 'My Learning' to complete the required courses. Complete learning assessments for each course with a passing score to finalize required training.

Please note that you will not have access until your A-State email has been activated.

Having trouble logging into the Employee Learn Center?

Contact [Cathy Naylor](#) within our Training & Development department for any trouble logging in to the Employee Learn Center.

I am a new employee. What training is required?

Great question! There are several required training courses for all A-State employees. They are listed below.

- FERPA
- Protecting Youth: Abuse and Neglect Prevention
- Building Supportive Communities: Clery Act and Title IX
- Cybersecurity Awareness for Employees at Educational Institutions: Security Awareness Essentials
- Preventing Harassment and Discrimination: Gateway
- Drug Free Workplace
- Active Shooter

Questions about New Employee Training? We are here to help! Contact [Cathy Naylor](#) with any questions regarding your new employee training or the Employee Learn Center.

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