

Training Guides & Information

Required Trainings

The following trainings are required for **all employees** and should be completed within 30 days of hire:

- FERPA
- Child Maltreatment
- Title IX
- Data Privacy and Security

Access these trainings through the Employee Learn Center in [Pack Portal](#) Contact [Cathy Naylor](#) (8079) for help and questions.

Most of our training content can now be found in the [Employee Learn Center](#).

General Training

The [Course Catalog](#) and [Find Learning](#) pages of the [Employee Learn Center](#) can direct you to the many courses available to you.

Other general training options for the campus are listed below. Many campus service areas are available for departmental trainings upon request.

Training Topic	Access/Contact	Additional Information
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Access and Institutional Engagement	Dr. Carlitta Moore	Introductory Video
Access and Accommodation Services	Dominique White	Introductory Video
Multicultural Affairs	Dr. Latika Johnson	Available for Departmental Trainings upon request
CPR Class	Spencer Bradley	Fees apply
Slow Moving Vehicle Safety	Learn Center	Required for all golf cart users

Recommended Training By Position

Click the contact name to let them know you plan to attend their scheduled training or to request a training session.

Administrative Specialist / Analyst and Fiscal Support positions may need some combination of the following trainings

Topic	Schedule	Location	Access/Contact
Banner Budget	Fourth Thursday of the month 9:00-12:00	Admin Building, Conference Room A	Janet Moore
Banner Finance			Learn Center - Banner and SSB9 Catalogs
Banner Student Module Training (Academic Units)	Every Wednesday 10:00 AM	Via Zoom	Jesse Blankenship
Banner Procurement (Guidelines, Requisitions, Receiving)	by request		Mike Smith / Learn Center
EPAF (Payroll, Electronic Personnel Action Form)	Second Thursday of the month 2:00 - 4:00	Admin Building, Conference Room A	Angela Gibson
P-Card Reconciliation (Concur)	by request		Mike Smith / Learn Center
Sponsored Program Accounting (Grants)	by request		Sponsored Programs

Taleo Admin Training (Hiring Process)	First Thursday of the month 3:00 - 4:00	Admin Building, Conference Room A	Kristin Carson
Travel (Concur)	by request		Billy Hogue / Learn Center

Faculty and Adjunct positions may need some combination of the following trainings:

Training Topic	Access/Contact
Banner Finance (If managing/approving a budget)	Learn Center - Banner and SSB9 Catalogs
Banner Student	Registrar's Office
Travel (Concur)	Billy Hogue / Learn Center
Sponsored Program Accounting (Grants)	Sponsored Programs
New Faculty Orientation	Learn Center
Faculty Professional Development and Training Guides	CETL

Facilities Management positions may need some combination of the following trainings:

Training Topic	Access/Contact
Fork Lift Safety	Learn Center
Slow Moving Vehicle Safety	Learn Center
Other Health/Safety Trainings	Learn Center

CONTACT TRAINING & DEVELOPMENT

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