



Welcome to Saint Elizabeth University

As part of our onboarding process, all new hires must complete the following mandatory training within 30 days of their start date. You will receive a link from SafeColleges to complete the following modules:

Return to Campus Training 2020

- *Guidelines and procedures on returning to campus adhering to COVID-19 protocols.*

SEU Active Shooter

- This course intends to prepare personnel for “active shooter” situations by providing information on how they occur and how they may be more effectively prevented.

Title IX: Roles of Employees (Full Course)

- This course provides college and university faculty and staff with an overview of Title IX and the responsibility of Title IX enforcement by employees.

Title IX and Sexual Harassment Prevention for Employees (Full Course)

- This course is designed to provide essential knowledge on Title IX regulations so you can assist students or colleagues when they reach out for help and to give you background on recent laws to help guide your response.

Email and Messaging Safety (Full Course)

- Email is the primary means of attack from cyber-perpetrators. This course provides an overview of cybercrime via email and how to employ safe email and messaging practices to avoid and help prevent cyber threats, attempts at fraud and identity theft.

General Ethics in the Workplace (Full Course)

- This course provides staff members with an overview of ethical standards at work.

FERPA (Family Educational Rights and Privacy Act): Confidentiality of Records

- This course addresses training needs relating to student education records.

Diversity and Inclusion: Faculty and Staff

- This course provides college and university faculty and staff members with a basic understanding of diversity and inclusion as well as strategies to help maintain a discrimination-free environment

The Human Resources department reviewed the above requirements with me and I agree to complete the training within 30 days.

Employee Name

Signature

Date