

STUDENT EMPLOYMENT TRAININGS

As an employee to the Monmouth University community you are being assigned the following required trainings in compliance with applicable Federal and State laws and regulations, University policies as well as your individual job responsibilities. The training courses are administered through the eCampus Desire to Learn on myMU portal.

You are required to complete all assigned trainings prior to or on your first shift of work. You may not work without these trainings.

Student Employees are PAID for time spent on training. Please make sure to clock in prior to starting trainings and leave note as to which training was completed. Graduate Assistants will also need to clock in to be given credit. If you have not attended TimesheetX training, please keep a log of training times to provide to your supervisor to enter on your timesheet.

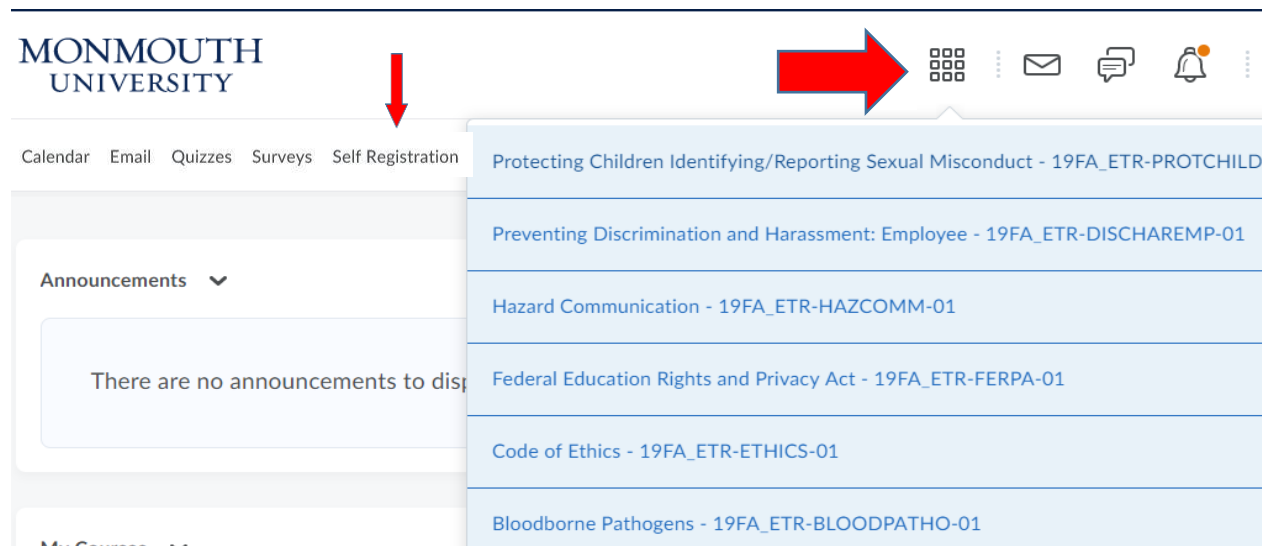
TRAINING	HOW TO COMPLETE	Only checked trainings are required
TimesheetX (Timekeeping)	IN PERSON - See training calendar or contact Sandy Brown, sbrown@monmouth.edu	
Emergency Action Plan	ONLINE via eCampus - See instructions below to access Compliance Training. Must complete by 1 st shift of work.	
Preventing Discrimination & Harassment** (Faculty and Staff)- every three years	ONLINE via eCampus- See instructions below to access via eCampus. Must complete by 1 st shift of work.	
Bloodborne Pathogens*- yearly	ONLINE via eCampus- See instructions below to access Compliance Training. Must complete by 1 st shift of work. This training includes three steps: Course, Quiz & Hepatitis B Declination Form	
Hazard Communication	ONLINE via eCampus- See instructions below to access Compliance training. Must complete by 1 st shift of work.	
Family Educational Rights and Privacy Act (FERPA) – every three years	ONLINE via eCampus- See instructions below to access via eCampus. Must complete by 1 st shift of work.	
Protecting Children and Identifying/Reporting Sexual Misconduct- yearly	ONLINE via eCampus- See instructions below to access via eCampus. Must complete by 1 st shift of work.	
Code of Ethics	ONLINE via eCampus- See instructions below to access via eCampus.	
Fall Protection /Ariel Lifting	Contact Rich Carragher, Associate Athletics Director for Event Management, rcarragh@monmouth.edu	

****For Bloodborne Pathogen ONLY, print out the Hepatitis B Declination Form and RETURN it to the OFFICE OF COMPLIANCE located in the Facilities Management building across from Pollak Theater.***

How to access eCampus trainings via myMU portal

When you are logged in to the myMU Portal and click on “Systems” under the top navigation bar and then “eCampus” you will automatically be logged in to the eCampus program through the single sign on.

Use the course selector icon (box of squares) at the top of the screen to select the assigned course. If your course does not appear you can click the Self Registration link at the top navigation bar.



The screenshot shows the myMU portal interface. At the top left is the Monmouth University logo. Below it is a navigation bar with links for Calendar, Email, Quizzes, Surveys, and Self Registration. A red arrow points to the Self Registration link. To the right of the navigation bar is a course selector icon (a 3x3 grid of squares) with a red arrow pointing to it. Below the course selector icon is a dropdown menu listing several courses: Protecting Children Identifying/Reporting Sexual Misconduct - 19FA_ETR-PROTCHILD, Preventing Discrimination and Harassment: Employee - 19FA_ETR-DISCHAREMP-01, Hazard Communication - 19FA_ETR-HAZCOMM-01, Federal Education Rights and Privacy Act - 19FA_ETR-FERPA-01, Code of Ethics - 19FA_ETR-ETHICS-01, and Bloodborne Pathogens - 19FA_ETR-BLOODPATHO-01. Below the course selector icon is a section for Announcements, which currently shows "There are no announcements to display".

Courses required through United Educators of EduRisk will take you to the host/parent site and you can follow the enrollment steps below to access those trainings. United Educators Online Education Programs include the following courses: Preventing Discrimination and Harassment: Faculty and Staff & Protecting Children: Identifying and Reporting Sexual Misconduct. These two courses can be accessed through eCampus or as follows:

Go to <https://learn.ue.org/8060K888780/MonmouthPreventHarassment>

1. Complete the Registration Form.
 1. Enter your first name, last name and work (Monmouth) email address and click Register.
 2. You will receive a welcome email with your username and a temporary password.
 3. Follow the link in the email to sign on.
 4. You will be prompted to:
 1. Enter your temporary password
 2. Create a new password
 3. Create and answer a security question
2. Once you are logged in, be sure to complete all of the courses assigned to you.
3. A history of your completed courses is available in “My Completions”. You will also receive an email containing a link to your completion certificate upon successful completion of a course.
4. Tips for completing the programs:
 - Remember to clock in and leave a note in Timesheet X.
 - You may complete the program in more than one sitting. The programs are each approximately 30- 45 minutes long and you may stop and resume a program at another time.
 - Pop-up blockers must be disabled for United Educators of Edu Risk courses.
 - There is audio included with some of your trainings, so please use speakers or headphones.

For more information on the individual trainings you can view the Student Employment [website](#). If you experience login problems please contact the Help Desk at 732-923-4357. For all other questions please contact the Student Employment Office at 732-571-3560 and by email at sbrown@monmouth.edu.