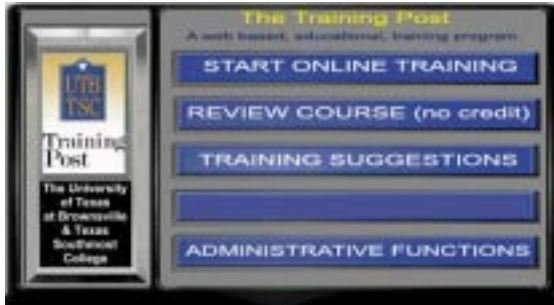


INTRODUCTION

The Training Post is a Computer-Based Training (CBT) Program that provides UTB/TSC employees with on-line access to general compliance training modules. All employees are required to review and complete tests on applicable modules.

The Training Post can be accessed at:
<http://corpcom.utbtsc.edu/utbret/>

The following screen will be displayed:



A description of each of the buttons displayed is provided below:

- Click on **START ON-LINE TRAINING** to begin your training
- Click on **REVIEW COURSE (no credit)** to view the modules for no credit. Please note that for this option, you can view and take the test for any of the modules, but no credit will be given for completion.
- Click on **TRAINING SUGGESTIONS** to send your suggestions and comments regarding the compliance training to the Human Resources Development Manager. You can also fill out an evaluation form for any of the modules by clicking on the link at the top of the page.
- **ADMINISTRATIVE FUNCTIONS** not available to employees.
- Click on the **UTB/TSC Training Post** icon to return to the UTB/TSC homepage.

BEGIN A TRAINING COURSE MODULE

Click **START ON-LINE TRAINING**

- Enter Your Employee ID Number.
- Enter Your Pass Phrase (password).
- **If this is the first time you log into the Training Post**, you will need to create and type a character Pass Phrase (password). The Pass Phrase can be one word or a group of words separated by spaces as long as it contains 6 or more characters. Click the Continue button. The next screen will request that you re-enter your Pass Phrase for confirmation.
- **If you have logged into the training post before**, type in the Pass Phrase. You must use the same pass phrase every time you access the training module.

If you do not remember your Pass Phrase, need help filling in the boxes or are unable to log on, please call the Human Resources Development Manager at 548-6530.

- Once you enter your pass phrase, click on "Continue".
- Begin the training by selecting a module from the Course Schedule screen. You will only need to take the course modules listed as "Not Completed."
* Note: The courses that appear in your Course Schedule are based on the requirements associated with your job code.

NAVIGATING THE TRAINING MODULE

The menu box that appears below is provided to assist you in navigating through the training and viewing modules. A brief description of each button is provided.



- **Return to SELECTION SCREEN** – returns you to the main Training Post selection screen.
- **BACK** – will take you to the previous screen.
- **EXIT** – will exit you from the training module.
- **NEXT** – will take you to the next slide.
- **HELP** – will open the on-line help, which allows you to send an e-mail with questions you have about the module.

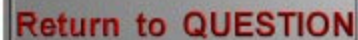
Be sure to complete the entire module!



IMPORTANT ITEMS

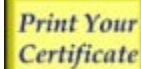
TESTING SECTION

After reading the information on the training module, you will come to the testing phase of the training. Use the buttons provided on each screen to answer the questions. If you miss a question, you will be provided a link to review the information. Following your review, click the **Return to QUESTION** button to resume testing.

A rectangular button with a grey gradient background and a thin black border. The text "Return to QUESTION" is written in a bold, red, sans-serif font.

PRINTING CERTIFICATE OF COMPLETION

After correctly completing the testing phase, you will be provided a chance to print a certificate to have for your personal record.

A yellow rectangular button with a black border. The text "Print Your Certificate" is written in a black, sans-serif font.

If you want a certificate, you must print it at this time.

To view your certificate, click on the icon labeled "Print Your Certificate." A new screen will appear. Select **DISPLAY CERTIFICATE** to view your certificate. To print, go to your browser's menu option and select **File > Print**.

EXIT COURSE MODULE

Once you print the certificate, press the back button from your browser to return to the previous screen and click on **EXIT**.



You will be given the option to

- Return to Course – Return to the previous screen for current course module.
- Check Your Course Schedule – Select another assigned course module.
- Go To Home Page – Return to the Training Post main page.

All employees (Faculty and Staff) are required to take General Compliance Training, Sexual Harassment, and Equal Employment Opportunity (EEO) every two years. Any other training is scheduled as needed.

For further information, call the Human Resources Development Manager at 548-6530.

THE UNIVERSITY OF TEXAS
AT BROWNSVILLE
AND TEXAS SOUTHWEST COLLEGE



THE TRAINING POST On-Line Training

