MEMORANDUM

TO: Faculty, Staff, and Student Employees

SUBJECT: TAMUS Required On-Line Training

Two years ago, the campus underwent a major effort to comply with the introduction of the Texas A&M University System (TAMUS) required on-line training. It is time, once again, for the campus to comply with this requirement. Completing your training is an important part of your responsibility as an employee of Texas A&M University-Corpus Christi and serves as a timely refresher of key information and pitfalls to avoid as we embark on a new academic year. I, therefore, ask each of you to take the requirement seriously and to complete your training by Friday, November 14, 2008. A campus completion status update will be provided to each Vice President on Friday, October 31, 2008.

Below is information regarding required courses and instructions on how to access the TAMUS Train Traq system via HR Connect. Please contact Ms. Rosie Ruiz, in Employee Relations/Training & Development at 361/825-5826, or at employee.relations@tamucc.edu should you need assistance or have any questions regarding TAMUS required training and/or accessing Train Traq.

Thank you in advance for your compliance with this important training requirement.

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Required Courses:
- Creating a Discrimination Free Workplace (100% to complete the course).
- Ethics (100% to complete the course).
- Information Security Awareness
- Reporting Fraud, Waste and Abuse (100% to complete the course).

Instructions to Access Train Traq via HR Connect:
1. Log onto HR Connect at: https://sso.tamu.edu using your Universal Identification Number (UIN) and password. Contact Human Resources at 825-2630 for assistance with your UIN, password, or “logging on” to HR Connect.
2. Click/Select the “Training” Tab
3. Click/Select the “System Required Training” Tab
4. Select “Start Course” and begin the Course –
5. Complete the test at the end of each course. You may take the test as many times as needed to pass, however the questions will be rearranged/reworded each time.

/icc

Flavius C. Killebrew
President/CEO