

# Required Online Training for all NAU/Facility Services Employees

**Anti-Harassment and Discrimination Training – Required**

As part of NAU’s commitment to maintaining a civil working and learning environment free from harassment, a **mandatory** online session is available at <http://el.lawroom.com/shib/northernarizona/> **EMAIL PROOF OF COMPLETION TO YOUR SUPERVISOR & [ESTM@nau.edu](mailto:ESTM@nau.edu)**

**Information Security Essentials - Required**

This **mandatory** online training is designed to educate employees about secure access to the relevant data they need to conduct university business. It covers the essentials needed to help prevent unauthorized access to systems, data, and networks that can lead to misuse or damage to computer assets or data. The Information Security Essentials Training is found on the Information Security page at ITS: <https://nau.edu/its/learn/InfoSecEssentials/>. **(Must complete all four parts) FORWARD THE FOUR (4) COMPLETION EMAILS YOU RECEIVE AS PROOF OF COMPLETION TO YOUR SUPERVISOR & [ESTM@nau.edu](mailto:ESTM@nau.edu)**

**CERT: Conduct, Ethics, Reporting, and Transparency Disclosure - Required**

In order to protect the public trust and the integrity of the University, NAU requires all employees and volunteers to complete this annual disclosure form which helps to identify, manage, reduce, and if possible, eliminate any potential conflict of interest. For information and access to the form, visit <http://nau.edu/Comptroller/Conflict-of-Interest/>. **(Must complete Step 1 and Step 2) WATCH YOUR EMAIL FOR YOUR “CERT Certificate” PROOF OF COMPLETION, AND FORWARD IT VIA EMAIL TO YOUR SUPERVISOR & [ESTM@nau.edu](mailto:ESTM@nau.edu)**

**Loss Prevention Training – Required**

The goal of NAU administration is to protect the health and well-being of our students and employees in all their efforts and to protect the NAU property and resources that comprise our institution. It is the expectation that every NAU employee will be an active participant in programs designed to prevent loss. The NAU Loss Prevention Manual has been written with that goal in mind. The mandatory training can be found at: <http://www.nau.edu/its/learn/lossprevention/> **EMAIL PROOF OF COMPLETION TO YOUR SUPERVISOR & [ESTM@nau.edu](mailto:ESTM@nau.edu)**

**Public service orientation- Required - [Public service orientation](#) is required for all new, full-time Arizona public employees.**

**Please initial here** to indicate you have read and understand the public service policies and laws relating to the proper conduct of business as an NAU Employee.

**New Employee Orientation Online for Non-benefit Eligible Employees (Student and Hourly employees) must complete the [new employee \(non-benefit eligible\) orientation](#) on blackboard learn within the first week of work per Facility Services Guidelines.**

**FERPA - Mandatory for some employees; check with your supervisor: [Family Educational Rights and Privacy Act \(FERPA\)](#)**

**Authorized driver program**

**If you are required to drive a State or NAU vehicle as part of your job** you will need to register your driver’s license and take an online defensive driving course and quiz, you are not allowed to drive at NAU until this has been completed. Please read the [Authorized Driver Policy](#). Located below you will find links to the driver’s license registration page.

- [FTE Driver’s License Registration](#)
- [Graduate Students/Volunteer Drivers/ Student Driver’s license registration](#)
- [Defensive Driving Training module](#)
- [Non–Arizona DL Registration Forms](#)
  - [Defensive Driving Quiz](#)
  - [DD Tutorial](#)
  - [Defensive Driving FAQ](#)
  - [Who Can Drive a State Vehicle?](#)

**HazCom Training**

**Anyone who has the potential to work with chemicals or hazardous materials and flammables must take this mandatory online training.** (OSHA’s Hazard Communication Standard has been revised to include a new, Globally Harmonized System (GHS) for Hazard classification and labeling. These revisions include the use of new labeling elements and a standardized format for Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDS).

- [HazCom2012 Online Training Section 1](#)
- [HazCom2012 Online Training Section 2](#)
- [HazCom2012 Online Training Section 3](#)

I, \_\_\_\_\_ have received notice of the above requirement, and completed all mandatory training.  
*Print Employee Name*

- **MUST be completed within the “first week” of working per Facility Services guidelines**
- **Email copies of each completed mandatory training to your supervisor and ESTM.**
- **Print, sign and submit this form to ESTM. A copy will be sent to your supervisor.**

Signature: \_\_\_\_\_ Training Completion Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

## Required Training on Campus Recommended Training and Other Resources

### NAU New Employee Orientation (NEO)

New employee orientation is required of all new employees and must be completed within 30 days of your start date.

**NAU New employee orientation for Benefit Eligible staff** is a two-hour session, held once or twice per month.

Orientation covers topics such as:

- the mission, goals and values of the University
- the rights and responsibilities employees have in their employment relationship with the University
- resources available to employees

[Register for Benefit Eligible Staff New Employee Orientation.](#)

### Benefits orientation

Voluntary benefits enrollment must be completed within 31 days of your start date, *for Benefit Eligible staff*.

[Register for Benefits Orientation.](#)

- If you are unable to attend a benefits orientation you can [review the presentation](#).

**Northern Arizona University values safety in the workplace for every member of the university community.**

**Facility Services Safety** <https://nau.edu/Facility-Services/Safety-Training/>

FS Safety provides online access to over [300 safety courses](#) that can be accessed by students, faculty and staff by logging in with their NAU email which they will then use to make a password. Visit: [Online FS Safety Training](#)

- If you have any other questions, or concerns regarding logging in, please email [FSSafety@nau.edu](mailto:FSSafety@nau.edu)

### **Fire emergency and evacuation procedures**

For information about fire emergency procedures or evacuation protocol for your area, contact [Facility Services](#).

### **Additional safety information and other resources**

- [ABCs of Safety](#)
- [Emergency procedures](#)
- [ErgoSmart](#)
- [Northern Arizona University Police Department](#)
- [Northern Arizona University's Safety Policy](#)
- [Supervisor's Report of Injury/Illness form](#)
- [Lynda tutorials for NAU Employees](#)
- [NAU Employee Assistance and Wellness](#)
- [Facility Services Safety Handbook](#)
- [Facility Services Safety Training Website](#)
- [FS Employee Services & Talent Management \(ESTM\) Website](#)
- [NAU Campus Map](#)
- [NAU Personnel Policy Manual](#)
- Tutorials for [Request of Absence \(ROA\)](#) in LOUIE (Related to FTEs only)
- Information on [Employee Relations Resources](#)

### **Additional training offered on-campus**

To sign up for or health and safety classes, contact the Office of Regulatory Compliance.

SafeZone: hand in hand, building a culture of understanding. SafeZone presentations are designed to allow participants learn history, symbols, and politics that impact the LGBTQIA community. They will discuss what an individual can do to support friends and peers who may be coming out as LGBTQIA while here at NAU. For more information on the training available, visit the [SafeZone](#) website.