

Guide to eLearning for New Employee Compliance Training

This guide will help you with the basics of logging in, getting help, accessing your training modules, completing the quiz at the end of each module, and understanding when your training is complete. It also includes information on configuring your computer to work with eLearning.

Making Your Computer Work with eLearning

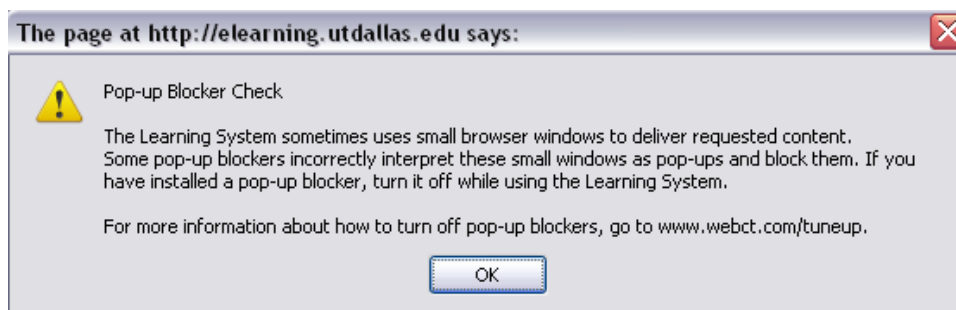
Here are some things you may need to configure to make your computer work efficiently with eLearning:

1. Disable any pop up blockers for <http://elearning.utdallas.edu>.
2. If you are using Internet Explorer, add <http://elearning.utdallas.edu> to your trusted sites list.

How to Log In to eLearning

You may access courses via the following URL: <http://elearning.utdallas.edu>.

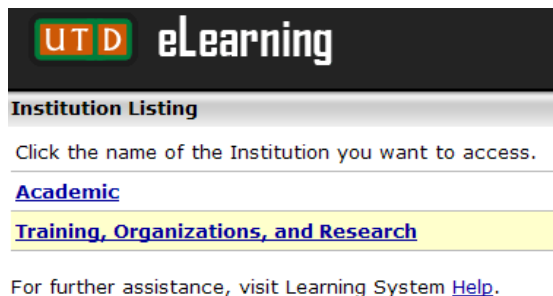
When you initially browse to the eLearning website, a warning box for a pop-up blocker check may appear. This box will give you instructions to turn off your pop-up blocker on your web browser so it won't affect the eLearning training experience.



Once you go to the eLearning website, you will see two options you can click to sign in. There will be one link for "Academic" courses and one link for "Training, Organizations, and Research" which will include all your compliance training.

Guide to eLearning for New Employee Compliance Training

Clicking the “Training, Organizations, and Research” link will take you to the sign-in screen.



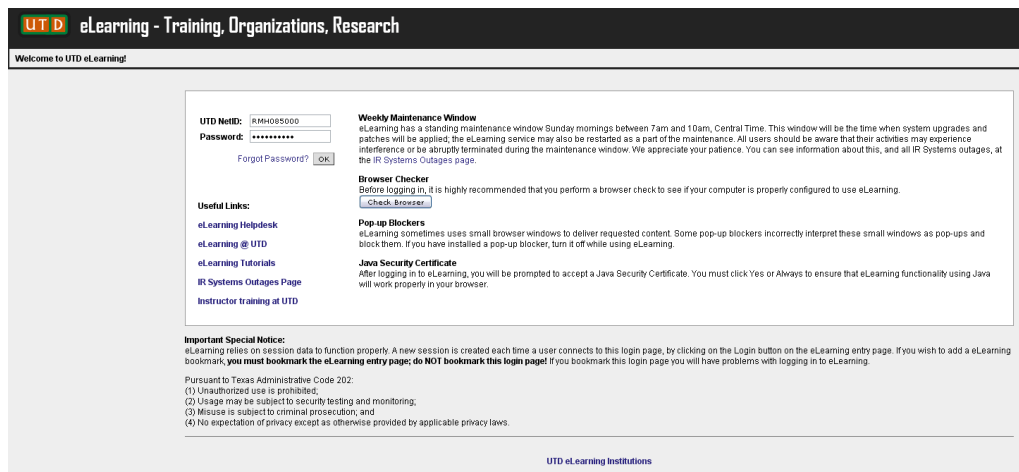
The screenshot shows the UTD eLearning logo at the top. Below it is a section titled "Institution Listing" with the instruction "Click the name of the Institution you want to access." There are two links: "Academic" and "Training, Organizations, and Research", with the latter highlighted in yellow. At the bottom, there is a link for "Learning System Help".

User ID/Password

You will use your NetID and password. Make sure that your password has not expired. If it has, you will not be able to log into eLearning. You can change your password at <http://netid.utdallas.edu/>, but you will need to wait a day before attempting to log in again. The helpdesk can help you if you have difficulties resetting your password.



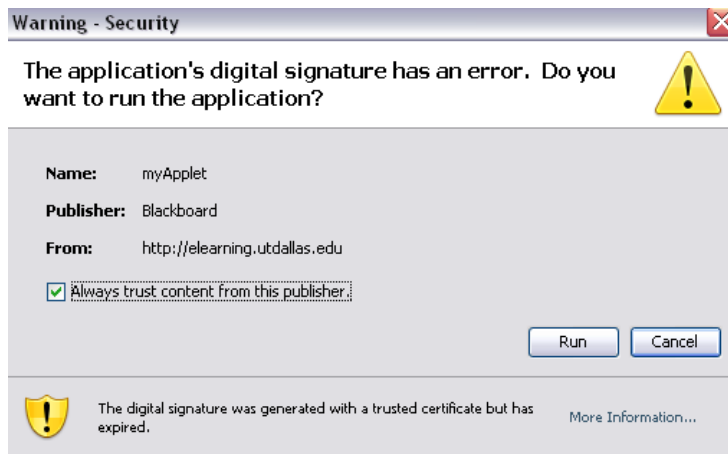
The screenshot shows the UTD eLearning - Training, Organizations, Research header. Below the header is a "Welcome to UTD eLearning!" message. There are two main buttons: "Log In" and "Course List". The "Log In" button is linked to "Log in to eLearning" and "Forgot your login information?". The "Course List" button is linked to "View course information", "Preview a course", and "Enroll in courses that accept self-registration".



This screenshot shows a more detailed view of the UTD eLearning login page. It includes the UTD eLearning - Training, Organizations, Research header and a "Welcome to UTD eLearning!" message. The main content area contains a login form with fields for "UTD NetID:" (containing "RMH05500") and "Password:" (masked with dots). There is a "Forgot Password?" link and an "OK" button. To the right of the form are several notices: "Weekly Maintenance Window", "Browser Checker", "Pop-up Blockers", and "Java Security Certificate". Below the form is a "Useful Links:" section with links to "eLearning Helpdesk", "eLearning @ UTD", "eLearning Tutorials", "IR Systems Outages Page", and "Instructor training at UTD". At the bottom, there is an "Important Special Notice:" section with a disclaimer and a list of four terms of use. The footer of the page reads "UTD eLearning Institutions".



Once you have logged in using your NetID and password, a security warning may appear on your screen letting you know the digital signature has an error. Please check the box, “Always trust content from this publisher,” and then click run. If you follow these steps you won’t get this error message again in the future, and your training will run successfully.



How to Get Help

If you encounter problems with eLearning, please call the eLearning Help Desk at 1-866-588-3192, or visit them for online support at <http://www.utdallas.edu/elearninghelp>.

If you have any questions in regards to the Compliance Training, please contact the Compliance Office at x2233 or by email at compliance@utdallas.edu.

Accessing Your Modules and Quizzes

Once you log in to eLearning, you will see a Course List which will list the training you will need to access. If you click the course **“FY11 Compliance Training”**, this will take you to all of the modules you will need to complete New Hire Training.

Guide to eLearning for New Employee Compliance Training

The screenshot shows the UTD eLearning interface. At the top, it says "UTD eLearning - Training, Organizations, Research" with the eLearning Helpdesk number 866-588-3192. Below this, there are tabs for "My Courses" and "Content Manager". A welcome message reads: "Welcome, ZAHRA NOURANI-DARGIRI. Today is February 23, 2011 11:14 AM CST." The main content area is divided into several sections: "Calendar Day" (no entries), "To Do List" (no items), "My Grades" (no new grades), "Course List" (listing "FY10 Compliance Training" and "FY11 Compliance Training" with instructor names), "External Courses" (no external courses), and "Calendar Week" (no entries for this week).


From the example above, you will want to click on FY11 Compliance Training. Once you click this icon, it will display all the training modules you need in order to complete New Hire Training.

The screenshot shows the "Welcome to Compliance Training for FY 2011" page. It features a header with "Training, Organizations, Research" and the eLearning Helpdesk number 866-588-3192. Below the header, there is a "Home Page" link and a "Welcome to Compliance Training for FY 2011" section. The purpose of the program is described as promoting a culture of compliance and risk awareness. A red link "Click to view instructions" is provided. The main content area displays a list of review modules, each with a yellow "REVIEW" icon and a "(Conditional)" status:

- REVIEW: Drug Free Workplace (Conditional)
- REVIEW: Equal Employment Opportunity and Sexual Harassment (Conditional)
- REVIEW: Contracts, Agreements & Purchasing (Conditional)
- REVIEW: FERPA (Conditional)
- REVIEW: Copyright & Intellectual Property (Conditional)
- REVIEW: Information Security (Conditional)

Click on any Module to continue to the training. Once you have started the chosen module, you will need to scroll through the pages by hitting the “next” button on the top right of your page. The module will indicate when you have read through all of the material and will let you know that you are ready to take your quiz.

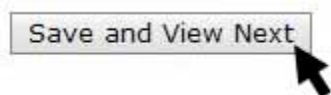
Taking a Quiz

1. To begin your quiz, click the Next button  at the top-right corner of the page.

2. To begin taking your quiz, click the **Begin Assessment** button.



3. As you answer each question, click the **Save and View Next** button.



4. As you answer and save each question, you see a checkmark appear for that question in the Question Status area of the quiz window.



5. Once you've answered all of the questions, click the **Finish** button, and then click OK.

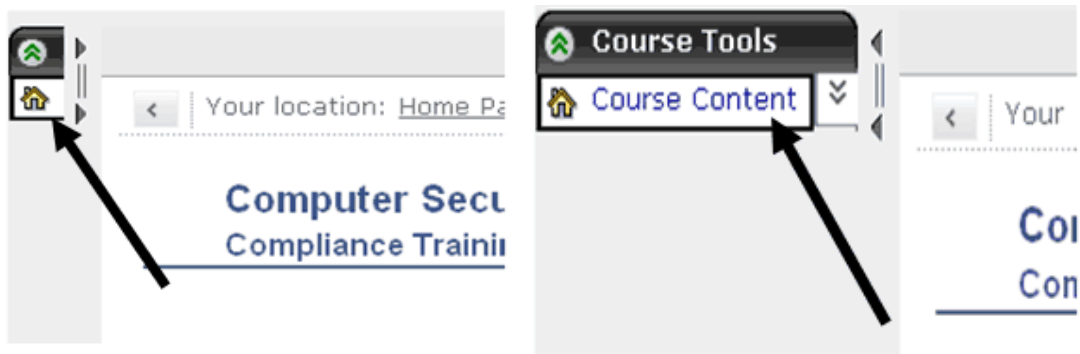


- At this point, you can now click on **View Attempt** to see your score.



Please note: You must receive a grade of 100% to receive credit for each module. If you do not reach this score, please go back to the quiz and try again until you are successful.

- Once you've looked over your submission, now click on the **Course Content** (looks like a house) button in the Course Menu to continue working through the Compliance Training.



Completing Your Training Modules

Once you have received a grade of 100% on each module, you will see a checkmark icon that will appear over the training module. Once all the modules have a checkmark over them, you will have completed all your training and do not need to do anything further.



[COMPLETED: FERPA](#)

Guide to eLearning for New Employee Compliance Training

Training, Organizations, Research
eLearning Helpdesk: 866-588-3192

Print View

Your location: [Home Page](#)

Welcome to Compliance Training for FY 2011

The purpose of the Compliance Training Program is to promote and support a culture at UTD that builds compliance and risk awareness into the daily activities university business in accordance with all applicable rules and regulations.

[Click to view instructions](#)



[COMPLETED: Drug Free Workplace](#)

(Conditional)



[COMPLETED: Equal Employment Opportunity and Sexual Harassment](#)

(Conditional)



[COMPLETED: Contracts, Agreements & Purchasing](#)

(Conditional)



[COMPLETED: FERPA](#)

(Conditional)



[COMPLETED: Copyright & Intellectual Property](#)

(Conditional)



[COMPLETED: Information Security](#)

(Conditional)

If you have any questions regarding the Compliance Training, please contact the Compliance Office at x2233 or by email at compliance@utdallas.edu.