

# University of Missouri System Online Training Programs

## Preventing Employment Discrimination (PED) Preventing Sexual Harassment (PSH)

This training is offered to employees because our University values a work environment where all employees are treated equitably – and we all share in the responsibility of sustaining that work environment. We are accountable to each other and our stakeholders to know and follow standards in our workplace. This training module is a tool to help us with our responsibility to prevent employment discrimination in all forms, while at the same time creating an environment that supports optimal productivity and engagement.

### Getting started...

- You must have an employment record in the UM PeopleSoft database to access myHR. New employees should allow 2 weeks for the establishment of an employment record.
- The training will take approximately 60 minutes. Try to take the course in one setting. If you cannot complete the course, make a personal note of where you left off. You may select the appropriate drop-down box to resume at the point you stopped.
- You must stay connected in myHR for your responses to be recorded and to print your certificate.
- To receive credit, you must complete the mastery test with a score of at least 80%. You may review the materials and take the test as many times as needed. A certificate may be generated for a score of 80% or higher. Give a copy of the certificate to your supervisor to put in your personnel file.

### To access the training...

1. Log on to myHR: <https://myhr.umsystem.edu/psp/prd/?cmd=login>
2. Select “Self Service” from the left navigation bar
3. Select “Personal Information” from the left navigation bar
4. Select
  - a. HR Training – PED or
  - b. HR Training - PSH
5. At the bottom of Chancellor George’s message, click “continue”
6. Select “supervisory” or “non-supervisory”

### Frequently Asked Question and Answers...

*Why can't I log in and/or access myHR?*

- New employees, including students, should make sure their Personal Action Form (PAF) and other documents have been processed and that they are in the PeopleSoft database.
- Check for correct ID and password. Call the help desk at 314-516-6034.

*I was timed out of the training. What do I do now?*

The system times you out after more than 10 minutes of inactivity. You must repeat log in steps.

*Why doesn't the training module come up when I click on the training link?*

- Make sure pop-up blockers are off.
- Clear the cache in the web browser.
- Try rebooting the computer.

*Are part time employees expected to take the training?*

Yes, all employees, that includes part time staff, adjunct faculty, student employees, etc.