

## MANDATORY TRAINING ACKNOWLEDGEMENT FORM

I have been made aware of the Fairleigh Dickinson University's mandatory training page at <https://hr.fdu.edu>. The link is located on the left hand side of the webpage "Training for FDU Employees." I understand and agree to take the training programs within my first 30 days\* of employment as follows:

1. Online Sexual Harassment and COVID-19 Training – Both on United Educators platform.
  - a. User Name – FDU email address
  - b. The temporary password is your employee ID preceded by FDU! (for example: FDU!1234567)
  - c. \*Should you be on campus, you must complete the COVID-19 Training within your first 2 weeks of hire.
2. Online Written Information Security Program (WISP)
  - a. Log in with your Net ID and Password
  - b. \*You cannot gain access to other University systems (i.e. Colleague) without completion of the WISP Training
3. Mandatory Presentations – I have reviewed the below-noted presentations, and understand and will comply with the information provided.
  - a. Campus Security Authorities
  - b. Substance Abuse in the Workplace
  - c. Title IX
4. If applicable, I understand there are supervisor trainings for my review.
5. I will also review the additional training on active shooters.

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Employee Name (please print)

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Employee ID

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Employee Signature

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Date

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Location/Department