

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 – United Educators platform.
 - a. User Name – FDU email address
 - b. The temporary password is your employee ID preceded by FDU! (for example: FDU!1234567)
2. Online Written Information Security Program (WISP)* and COVID-19 Training Training**
 - 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
 - c. **You must complete the COVID-19 Training within your first weeks of hire.
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.

Employee Name (please print)

Employee ID

Employee Signature

Date

Location/Department