

All UMPI student employees are required to complete University of Maine System compliance trainings annually. Please complete the specific trainings listed below within 30 days of hire.



Accessing UMS Academy Mandatory Compliance Trainings



1. Log into your campus portal: mycampus.maine.edu.
2. Click on the UMS Academy icon from your Launchpad:



Important Note: Once logged into your campus portal, when you click on the UMS Academy icon you should **not** be directed to enter a username and password. If this happens, you'll need to enable cookies in your browser. Please follow these steps:

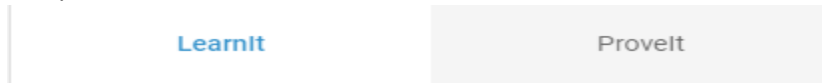
1. On your computer, open Chrome
2. At the top right corner of the screen, click More and choose Settings
3. Scroll to the bottom of the page, and click Advanced
4. Under "Privacy and Security" click Site Settings, then click Cookies and Site Data
5. Choose the recommended setting "allow sites to save and read cookie data"

Close your browser and log back into your campus portal. Click on the UMS Academy icon. You should be taken directly into UMS Academy.

3. Once you are in UMS Academy, you will notice the tile of **UMS Compliance Pathway for Student Employees AY 2020-2021**. Please click on the tile to complete the following seven trainings:

- * FERPA Training UMS AY 2020/2021
- * Basic Safety Training UMS AY 2020/2021
- * Information Security Training UMS AY 2020-2021
- * Conflicts of Interest UMS AY 2020/2021
- * Sexual Harassment Prevention Training UMS AY 2020/2021
- * UMS ICT* Accessibility Awareness Training AY 2020/2021
- * Title IX Training UMS AY 2020/2021

4. Each training has a Learn It and Prove It section. In order to receive completion credit, you must complete all modules.



5. All trainings will need to be successfully completed with a grade of 80 or higher to earn credit.

