

Instructions for Accessing Required Trainings

1. Go to **my.okstate.edu**
2. Under applications select **Online Classroom**



3. Select **Plant and Soil Sciences Training**



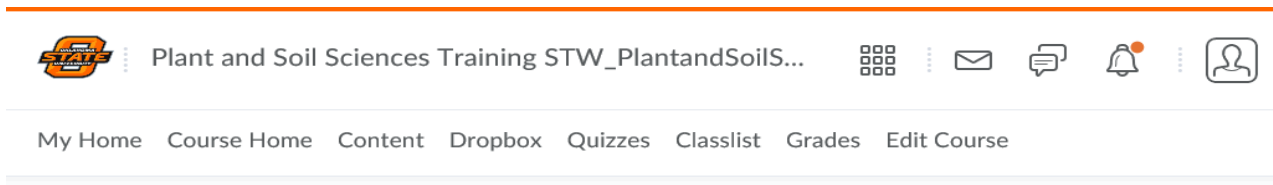
4. **STW_PLANTANDSOILSCIENCES TRAINING**

You may have to scroll down quite a ways depending on how many items you have showing on this screen. Just keep scrolling until you see the icon above and select it. You can also click on "View All Courses" and use the Search and Filter options to find the course. I would recommend Pinning the Course so that it shows up at the top of My Courses.

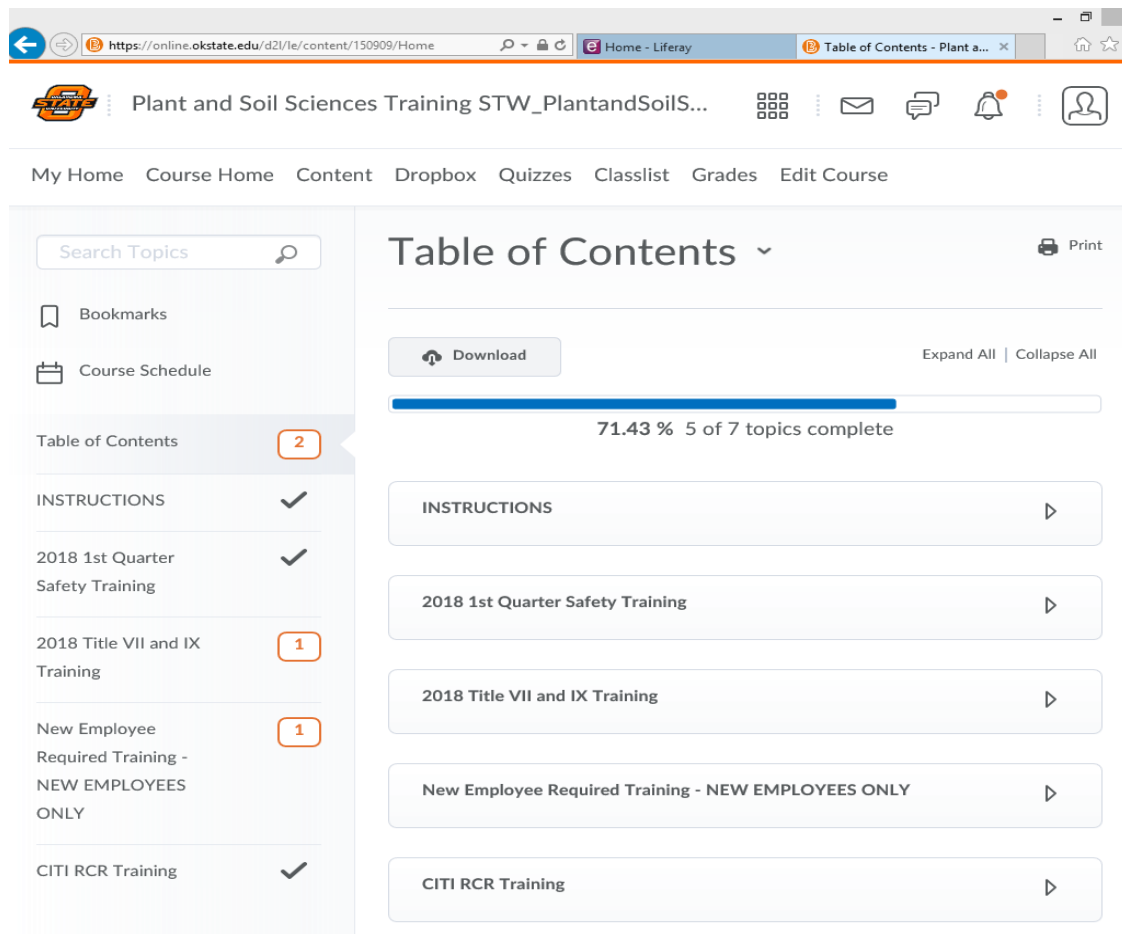
5. You will now see this screen – NOTE: this screen is just **NEWS** for you to read. It will tell you what trainings are due and when they are due. (Everyone will show up on this screen as a student - this includes all staff and faculty.)

A screenshot of the course page for Plant and Soil Sciences Training. The page shows a navigation bar with "My Home", "Course Home", "Content", "Dropbox", "Quizzes", "Classlist", "Grades", and "Edit Course". Below the navigation bar, there is a "Role Switch" section where the user is currently viewing the page as a "Student". To the right, there is a "News" section with two news items: "2018 Title VII and IX Yearly Training" and "2018 First Quarter Safety Training". At the bottom, there is a "Calendar" section showing the date "Wednesday, January 17, 2018" and a message "There are no events to display." The page also includes a "Show All News Items" link and an "Office 365" dropdown menu.

6. From the top menu bar choose **Content**



7. This screen shows you the required trainings. To access a particular training, click on the module name under **Table of Contents**. Follow the instructions that will appear in the middle of your screen under that module name.
- Everyone** needs to complete the **2018 Quarterly Trainings**.
 - Everyone** must complete the **2018 Title VII and IX Training**. Title VII and IX training is required EVERY year.
 - If you are a **New Employee**, you will need to complete the **New Employee Training**.
 - If on your “New Employee Form” Federally Funded (CITI-RCR) was marked **YES**, then you are required to complete the **CITI RCR Training**. This training is only taken once before you begin employment with Plant and Soil Sciences.



QUARTERLY SAFETY TRAINING:

Grades will automatically be recorded for everyone. You do not need to send Vickie any information. Please note that it may take a few hours for the grades to show up in Online Classroom.

TITLE 7&9 TRAINING:

FACULTY AND STAFF ONLY:

- It is recommended that you access this site using Firefox or Google Chrome, watch for popup blockers, and make sure you have Java enabled on your computer.
- You will log in using your O-key username and password.
- Once you are logged in, search for "2018 Title VII and Title IX Training Online Course" in the top right search bar.
- Click on the title to bring up the training.
- You must then click on "Request".
- Once this training is requested, it will appear on your transcript within the Learning System and you will have an option to "Launch" the training you requested from your transcript. (Look for **My Transcript** on the left-hand side of the screen.)
- Once this course is completed, it will close automatically and update your transcript with a confirmation of completion.
- **NOTE:** This training will NOT automatically show up in your Grades after you have completed it. **However**, you do not need to send any additional information to Vickie. She will receive a report directly from HR that will list those who have completed the training and will update grades **monthly**.

If you cannot remember if you have completed the training you may check at talent.okstate.edu

- Go to talent.okstate.edu and login.
- Open My Transcript and find the verification for the Title VII & IX training. (You may need to look under the Active Tab on this page and select completed)

OSU-STILLWATER

Welcome VICKIE
to your talent management

Oklahoma State University recognizes that people are our most important resource for sustaining excellence in teaching, researchable, teamwork, and professional. Your Talent Management System provides opportunities for recruiting, retaining, and developing this critical resource as Oklahoma State University will continue to be America's brightest.

LEARNING SEARCH JOBS PERFORMANCE

My Info

Your Transcript
@ approved training (checkboxes)
@ requested for training (checkboxes)

My Transcript

One	Date	Action
Business HR Forum-ONLINE	None	Select Session
Faculty Only-Title VII and Title IX Training Online Course	None	Inactive

Your Tasks

No Current Tasks In Progress

Talent Management Introduction

Your Talent Management System allows you access to your professional development through the Learning and Search Jobs if you are interested in the OSU Jobs site. The OSU Performance portal will be available soon to manage Performance Reviews and feedback opportunities.

My Info will list any assigned training from your supervisor. If you are a supervisor, you have the opportunity to assign training to your direct reports.

My Transcript will list instructor led or online course registrations. If you click on **My Transcript**, it will take you to your active registrations. Select the drop down menu within the transcript column to see completed or archived training.

If you would empty like to browse this calendar, select any date within the calendar and it will take you to the Training Services upcoming and available-remember list sessions.

If you are interested in just searching for any topic, you can browse our library of over 4000 courses by entering a search term in the search box at the top of the page.

Questions? Call 405.744.5374 or email osutalent@okstate.edu.

See you in Training!

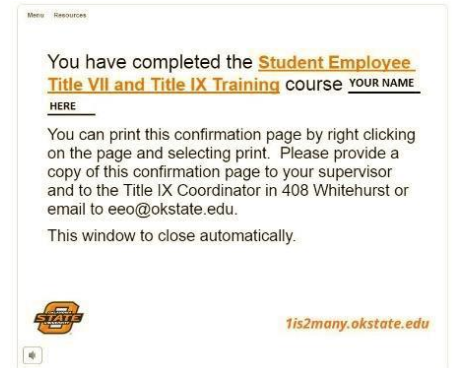
Dec	Jan	Feb	Jan 2018	Jan	Feb	Jan	Feb
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	

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TITLE 7&9 TRAINING:

STUDENT EMPLOYEES ONLY:

- It is recommended that you access this course using Firefox or Google Chrome, watch for popup blockers, and make sure you have Java enabled on your computer.
- This training includes a quiz and confirmation page you can print at the end of the course.
- This training will take you approximately 30 minutes to complete.
- **PLEASE NOTE** you **MUST SAVE** and **UPLOAD** the final page of the course (it **MUST** include your name) to the Dropbox folder labeled "Title VII and IX Training - STUDENT EMPLOYEES ONLY".
- You **MUST** also EMAIL a copy of the final page of the course to the Office Of Equal Opportunity eeo@okstate.edu.



CITI RCR TRAINING:

Required ONLY if paid from federal funds. Completion required before beginning work.

1. **Note: You must save and upload the sheets that show the results of the quizzes to the Brightspace Dropbox labeled "CITI Training".**