2018 Annual Required Compliance Training

This notice is for employees of Augusta University only (faculty, staff and student employees). AU Health employees will receive a separate notice regarding AU Health Compliance requirements.

The Augusta University Compliance Program was created to ensure the enterprise meets its commitment to comply with all laws, regulations and policies in its operations. It is a proactive program which includes training workforce members to be better equipped to prevent, detect, and report illegal, unethical or non-compliant incidents.

To access your annual training assignment, go to Workforce Learn Online at https://train.augusta.edu in your web browser and use your Net ID and password to login. **Note: It is recommended to use a browser such as FireFox, Safari or Google Chrome for this training**. If you have any issues or questions with your login, contact the Help Desk at 706-721-4000.

This year's Annual Training and Compliance awareness assignments are outlined below and will be assigned to all AU employees who are required to complete the assigned modules listed below. *Assignments will be disseminated to all on Monday, December 10, 2018, by 2:00 p.m. with a required completion due date of Thursday, January 31, 2019.*

Augusta University Workforce Members (including Student Employees)

Within this course assignment, review the content and complete the quiz or attestation for each of the following modules:

2018 Annual Required Training
- Annual Safety, Security and Emergency Response
- CARE Team Training
- Conflict of Interest Disclosure Training
- FERPA/Drug-Free Schools and Campuses
- Fraud, Waste and Abuse
- HIPAA Privacy and Security Training
- State Business Transactions Reminder

Management Communications and Computer Access

Please make this notification available to your employees or students without computer access, and advise them that computers are available for use in the Greenblatt Library and Health Sciences Building. Alternatively, you may contact HR-Learning, Leadership & Development at 706-721-4054 to schedule a computer session in the HR Training Room.
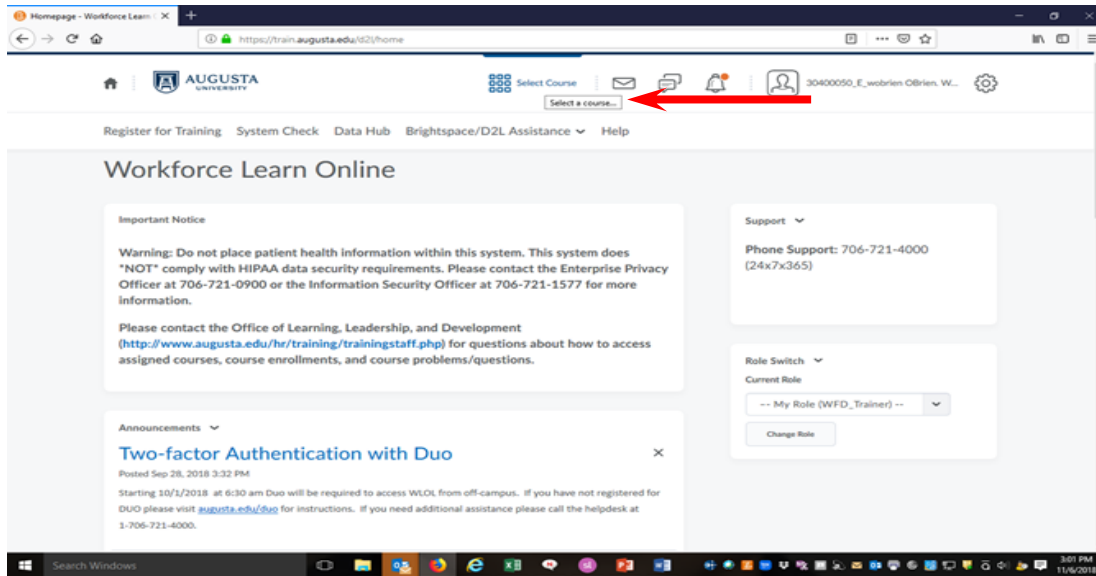
A Quick Tips Guide for 2018 Annual Required Training is available online and can be accessed at https://www.augusta.edu/hr/2018annualrequiredtrainingquicktipsguide2.pdf with instructions for completing this course.

Learning labs have been scheduled on the Health Sciences and Summerville Campuses to assist employees in completing this important assignment.
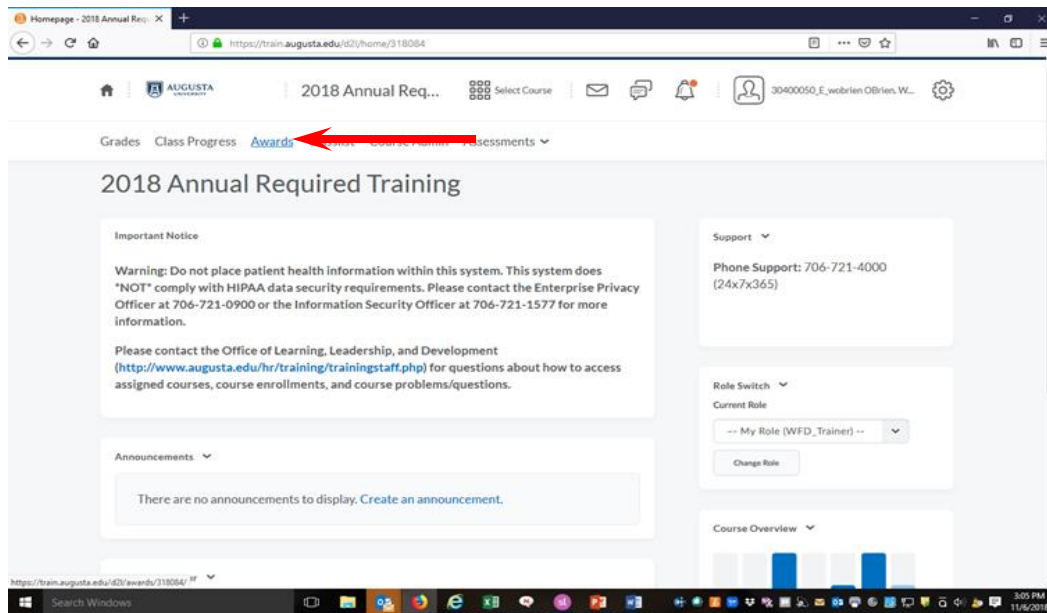
Instructions to Access Training and Additional Assistance (Augusta University Employees)

- To access your annual training assignment, go to https://train.augusta.edu in your web browser.
  Note: *It is recommended to use a browser such as FireFox, Safari or Google Chrome for this training*.
- Log-in by using your Net ID and password (this is the same username and password you use to access Outlook and login to your work station each day):
    - If you have any issues or questions with login, contact the Help Desk at 706-721-4000.

- Once you've logged in to Workforce Learn Online (WLOL), click on the drop-down arrow next to **Select a Course** at the top of the page.

- From the drop-down list of courses, select the **2018 Annual Required Training** course by clicking on it.
- **Please note all modules and quizzes or attestations must be finished for a module to be considered complete.**
- Once all modules within this course are complete, a certificate of completion may be accessed/printed by selecting **Awards** at the top of the page.

Compliance Hotline

Augusta University provides an anonymous Compliance Hotline (1-800-576-6623) available 24 hours a day/ seven days a week, to report any complaints or concerns you may have related to compliance issues. You may also file a report online by clicking here:

File a Report Online