Mandatory Compliance Training

Youngstown State University is committed to providing an educational and work environment that values all individuals and respects the dignity and rights of all members of the University community. It is the expectation of the University that all employee conduct will be guided by integrity, mutual respect, and civility.

In furtherance of these commitments, and in compliance with University policy, federal, and state law, the University is providing training to all faculty and staff using the interactive online compliance training tool, EduRisk. The EduRisk Learning Portal is provided by United Educators and delivers complimentary resources to students, staff, and faculty of member institutions. United Educators is the country’s leading provider of liability insurance for schools, colleges, and universities.

**University Policies**
- [Acceptable Use of University Technology Resources Policy](#)
- [Social Media Use on Official and Affiliated University Sites Policy](#)
- [Storage of Electronic Data Policy](#)
- [Discrimination/Harassment Policy Sexual Misconduct Policy](#)
- [Minors on Campus Policy](#)
- [Workplace and off-campus violence, threats and disruptive behavior Policy](#)

**Mandatory Courses in EduRisk**

**Data Security Learning Program** - This learning program includes online courses and supplemental resources to provide learners with a high-level overview of data security issues while offering practical steps institutions can take to avoid data breaches (50 minutes).

**Courses within the Program include:**
- Data Security: Malware (10 minutes)
- Data Security: Mobile Devices and Third-Party Websites (10 minutes)
- Data Security: Passwords (10 minutes)
Data Security: Phishing (10 minutes)
Data Security: Physical Security and Unintended Disclosures (10 minutes)

**FERPA: Protecting Student Privacy** - This course covers when (and when not) to release student records to avoid violations of the Family Educational Rights and Privacy Act (FERPA). (10-15 minutes)

**Mosaic: Learning Program for Higher Ed** - Workplace harassment and discrimination diminish the entire campus community, as does the related problem of student sexual misconduct. College and university employees, including faculty and staff, have a vital role to play. This course will help employees identify, address, and prevent these problems with the Mosaic learning program.

*Courses within the Program include:*
  - Mosaic: Prevent Discrimination and Harassment Together- Employees (40 minutes)
  - Mosaic: Prevent Discrimination and Harassment Together- Supervisors (40 minutes)
  - Mosaic: Prevent Sexual Violence Together (45 minutes)

**Ohio Ethics Mandatory Training**
The Ohio Ethics Commission offers an online option to satisfy the annual requirement for Ohio Ethics Training.

*Ohio Ethics Law- E-learning*
Preferred browsers are Internet Explorer 9 or later; Safari 5.1 or later; Google Chrome 17 or later

*Ohio Ethics Law- Webinars*

**Protecting Children Learning Program (Minors on Campus)** is available to all employees, however it is only required to be completed if you are planning to host or are participating in an event where you will exercise direct supervision of minors**.

**Protecting Children Learning Program (Minors on Campus)** - This learning program will help educators and adults learn how to recognize, prevent, and report sexual misconduct. It includes online courses for educators, a short video for higher education employees that don’t work directly with children, as well as checklists, guides, and publications.

*Courses within the Program include:*
  - Identifying and Reporting Sexual Misconduct (30 minutes)
  - Hiring Staff Who Work with Minors (30 minutes)
  - Shine a Light (10 minute video)

The Youngstown State University Board of Trustees adopted a Minors on Campus Policy. As a provider of a program where you and/or your staff are in
direct supervision of minors, please familiarize yourself with the Minors on
Campus Policy, which dictates that any person who will oversee, direct, and/or
chaperone minor children on campus must have training on how to protect
children from harm while on campus.

The primary contact for the event is responsible to complete the Minors on
Campus Event Staff form indicating all persons who will exercise direct
supervision of minors. The information will be sent to Organizational
Development- Carrie Clyde crclyde@ysu.edu and Jenn Drennen
(jldrennen@ysu.edu). An email notification will be sent to all persons listed for
the event that will include instructions on how to complete the required
training.

"Any employee or volunteer who in the course of their duties witnesses abuse or
neglect of a minor or has information that would lead a reasonable person to
believe that a minor faces a substantial threat of such abuse or neglect, shall
immediately contact the county Children Services Agency and the Youngstown
State University Police Department (330-941-3527)”. Policy 3356-7-50 Minors on
Campus

Tips for Completing Courses
- Pop-up blocker must be disabled for ue.blackboard.com.
- Ensure your computer meets all System Requirements specified here.

Need Help?
- If you have any issues with signing in or accessing the courses or if you did not receive
  your welcome email, visit the Support Portal at portalhelp.ue.org or click any Support
  Portal link on the site.
- All other questions should be directed to Carrie Clyde at crclyde@ysu.edu or Jenn
  Drennen at jldrennen@ysu.edu.