



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.

The following is a list of the Compliance Training courses that you are required to complete along with a brief description of the course.

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)

Follow the instructions below to register and complete the required compliance trainings:

1. Go to learn.ue.org
2. Under the **REGISTRATION** section, enter the following information:
 - a. First Name, Last Name
 - b. YSU Email address
 - c. Learning Path- enter YSUNewEmployee or YSUNewSupervisor
 - d. Affiliation ID- enter FM6CL388010
 - e. Optional Field 1- enter your role as one of the following Faculty, Staff, Student, Contractor, Volunteer
 - f. Optional Field 2- enter your department name
3. Click on the Register button
4. You will receive a welcome email with your username and a temporary password; follow the link in the email to sign on.
5. You will be prompted to enter your temporary password, create a new password, and create a security question.
6. Once you are logged in, be sure to complete all courses assigned to you.
7. You will receive an email containing a link to your completion certificate upon successful completion of the course. Your history of completed courses is found under the "My Completions" tab.

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 Jenn Drennen at jldrennen@ysu.edu or Megan Massaro at mlmassaro@ysu.edu.

Thank you for your time and cooperation in completing this essential training program.