

## 2018 Work West Compliance Training

1. Log into DevelopWest – [www.westga.edu/developwest](http://www.westga.edu/developwest) - using your UWG credentials. Preferred browser is Chrome. **Be sure you have enabled your popups.**

2. In the blue bar across the top, click **View My Plan** (puzzle piece icon).

3. Underneath the Assigned Learning area (and “General” folder), locate the **Work West Compliance Training 2018** and click on it.



4. Once you have clicked on the course name, you should now see all components of the new employee compliance training. There are 7 components:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| 1. Dr. Marrero’s Work West Welcome | 5. UWG Right to Know/GHS              |
| 2. UWG Vehicle Cart ***            | 6. UWG Information Security Awareness |
| 3. UWG Risk Management             | 7. UWG Sexual Misconduct              |
| 4. UWG Ethics                      |                                       |

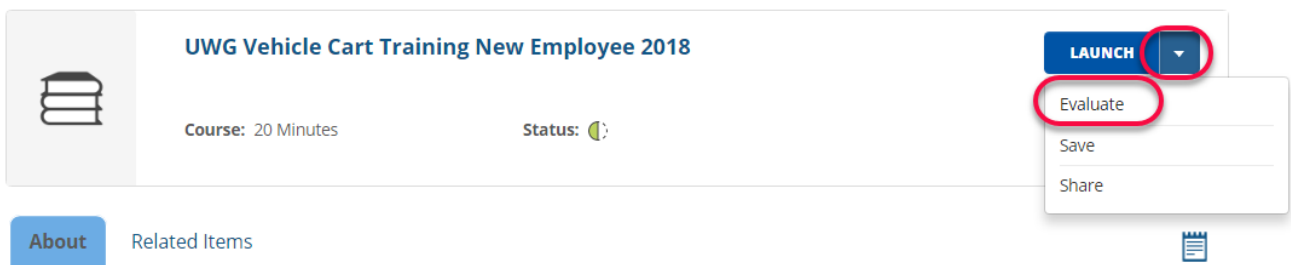
\*\*\* Requirement for driving golf carts, vehicle/motor pool rentals, and mileage reimbursement on travel expense reports.

8. Please click on each course title (preferably in the order listed), then click the “Launch” link related to each course.

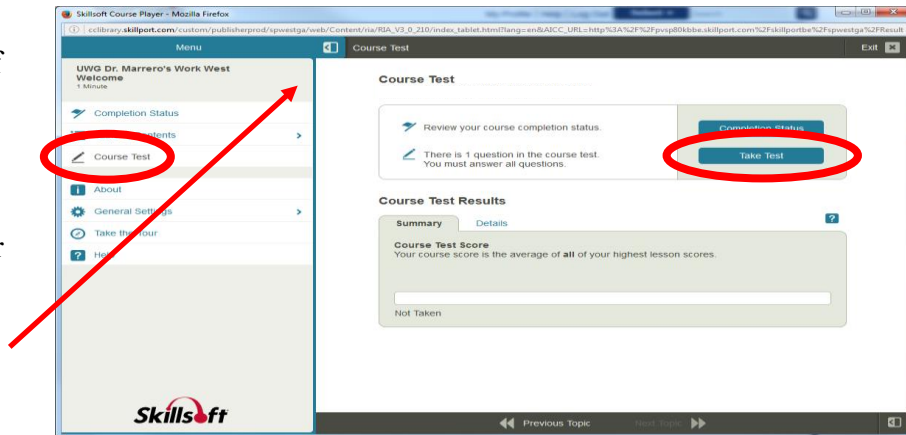
9. For the Vehicle Cart module (the 2<sup>nd</sup> module), when the video concludes an **EVALUATION** with 6 questions should open automatically.

If the evaluation does not open automatically, come back to your list of courses & click “Details”, and click the down arrow next to the word “Launch” and click “Evaluate.” (See screen shot below.) Answer the 6 questions in the evaluation.

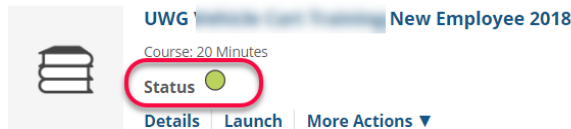
For the final question, I strongly encourage you to identify as either an **Occasional** or **Routine Driver** (unless you do not have a driver’s license, in which case you can select “never drive”. This identification is **\*\*required\*\*** to be eligible for travel-related reimbursements (ie mileage, parking, etc), driving a UWG motorized car and/or using a motor pool/fleet vehicle. **Please only complete the evaluation one time!**



10. You may need to go “back to your list of courses to “Launch” the next module. Once you review the content for this module, access the “Course Test” on the left and “Take Test” on the right. Again, depending on how your computer is configured, you may have to click the menu icon to expand the window to see your options.



11. Completion of each subsequent module will be the same EXCEPT FOR Sexual Misconduct, the final module. **You must complete each course test with a minimum score of 80 to be in compliance.** You’ll know you’ve fully completed each course when there is a green dot next to your course (again, with the exception of Sexual Misconduct )



12. For the Sexual Misconduct module, when you click “Launch” you will be directed to log into the MyUWG portal. Using your UWG credentials, log into this system. **IF YOU TYPE YOUR UWG CREDENTIALS IN WRONG, YOU WILL NEED TO GO BACK TO DEVELOPWEST & RELAUNCH THE SITE, OR YOU MAY NOT BE ABLE TO ACCESS THE TRAINING.**

From here, please log into the Everfi/Haven site to access the course. Follow all prompts and participate in the interactive training module. This training module takes approximately 1 hour. **We do not require completion of Part 2 the system will reference at the end.**

**\*\*\*If the Haven (Everfi) For Faculty & Staff training does not appear automatically, please click the “Add a Course” button in the top right of the screen.**

Again, modules within the UWG 2018 Work West Compliance Training 2018 are:

1. UWG Dr. Marrero’s Work West Welcome
2. UWG Vehicle Cart Training New Employee 2018
3. UWG Risk Management New Employee – 2018
4. UWG Ethics New Employee – 2018
5. UWG Right to Know/GHS New Employee – 2018
6. UWG Information Security Awareness New Employee 2018
7. UWG Sexual Misconduct New Employee 2018

**\*\*You must complete all 7 modules (approximately 4 hours) to be in compliance.  
Training should be completed within the first 30 days of employment.**

Questions – contact Christy Rabern, Training Administrator, 678-839-5528 or [crabern@westga.edu](mailto:crabern@westga.edu).