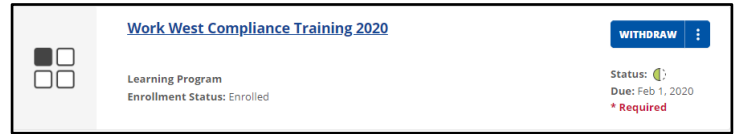


2020 Work West Compliance Training

1. Log into DevelopWest – 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 2020** 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:

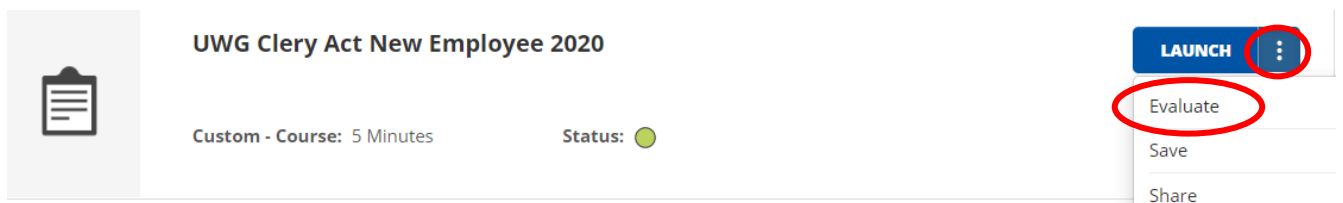
- | | |
|---------------------------|-----------------------------------------|
| 1. UWG Vehicle Safety *** | 5. Ethics |
| 2. UWG Clery Act | 6. Captivate E-Learning (CyberSecurity) |
| 3. UWG Right to Know/GHS | 7. UWG Sexual Misconduct |
| 4. UWG Risk Management | |
- *** Requirement for driving golf carts, vehicle/motor pool rentals, and mileage reimbursement on travel expense reports.

5. Please click on each course title (preferably in the order listed), then click the “**Launch**” link related to each course. **All the courses should be watched fully and let play to completion before you close the pop-up window the video was displayed in. If you do not let it play all the way through, your module will not go to complete.**

6. The Vehicle Safety, Clery Act, Right to Know/ Global Harmonizing System, and Risk Management courses have evaluations that need to be completed. When the video concludes an evaluation should open automatically.

If the evaluation does not open automatically, come back to your list of courses, click on the course link and click the three dots next to the word “**Launch**” and click “**Evaluate.**” (See screen shot below.) You must click the Submit button at the bottom of the evaluation in order for your responses to be recorded. You may need to scroll down to see the Submit button.

➤ **NOTE:** For the final question on the vehicle safety module, it is strongly encouraged that 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 (i.e. mileage, parking, etc.), driving a UWG motorized car and/or using a motor pool/fleet vehicle. **Please only complete the evaluation one time!**



7. Modules 1 – 6 will have a green circle representing the completion status once they are done.
8. The Ethics, Captivate E-Learning (Cybersecurity), and Sexual Misconduct modules are interactive and there will be quiz questions throughout the module. To answer each question, it is recommended that you make the pop-up browser full screen.
9. 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. **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.**

**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 Patricia Durrough, Center for Business Excellence 678-839-6392 or pdurroug@westga.edu