Required Training for New Employees

Logon Instructions for Texas A&M University-Corpus Christi
(Contact your department HR department at (361) 825-2630 if you don't know your UIN.)

The following courses must be taken within 30 days of hire:

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/EEO
- Ethics
- Reporting Fraud, Waste and Abuse
- Information Security Awareness

TAMU-CC requires all new employees to complete training on certain topics to comply with the Federal Government, State of Texas, Texas A&M University System, and Texas A&M University-Corpus Christi, laws, policies, regulations, rules, and procedures.

The training must be completed within the **first 30 days** of employment and periodically as required. All required training courses are available online.

The online training must be completed at your workstation during your normal working hours unless prior arrangements have been made with your supervisor or Department Head.

Instructions:
1) Logon at https://sso.tamus.edu
2) **Enter your UIN**
3) **Enter your Password** (If you do not have a Password, click on "**New Employee – Set up your password**
4) After completing Steps 2 & 3, click "**Submit**"
5) You should see your name and UIN. From the SSO Menu click on the "**HR Connect**" tab.
6) You are now on the HR Connect webpage. Click "**Training**" from the selection menu bar above your name.
7) You are now on the TrainTraq website. You will see several options: "SSO Logoff", "SSO Menu", "Assigned Courses", "Other Available Courses", "View My Transcript"; and "Return to HRConnect".
• If you have assigned courses listed, click on a course title to access the course.
• If no courses are list, click on the system-required training folder, and select the courses.
• If you have started the course previously (or are retaking the course), you will be prompted to either "Start Over" or "Continue where I left off".
o *You can complete as much or as little of the course as you wish.*
o *You may come back at a later date and finish each course, but the training must be completed within the* ***first 30 days*** *of your employment.*
8) "**View My Transcript**" provides the course/class name, start date, completion date, due date, score, and CEU/Contact Hrs Earned.
9) You MUST complete all courses successfully. For some courses, this may involve passing a test.

Please contact our office for assistance or if you have any questions about this training at (361) 825-5826.