



Computer Based Training (CBT)

Comprehensive Public Training Program (CPTP)

Mandatory Annual Training

Performance Evaluation System - Classified Employees

[Home](#) » [Training & Development](#)

Mandatory Annual Training

Preventing Sexual Harassment/Title IX Training

All employees of the University of Louisiana at Lafayette are required to complete Sexual Harassment training within 30 days of hire and once per calendar year. This includes all fulltime faculty, adjunct faculty, Classified & Unclassified staff, graduate or teaching assistants and student workers. The Sexual Harassment training was mandated by Louisiana Senate Concurrent Resolution 107 passed in 2012 wherein the Louisiana Senate resolved that all state agencies should provide one hour of sexual harassment training to each public employee each year.

The University has partnered with Everfi, to provide the training. This course will teach employees how to define sexual harassment, identify potentially harassing behaviors, recognize forms of sexual misconduct, and partner with Human Resources in the student and employee Title IX complaint process at the University.

Fulltime Faculty, Unclassified and Classified Staff

The required training can be accessed through Cornerstone via ULink.

1. Log in to ULink
2. On the Employee tab, in the Required Training box, click Access Mandatory Training.
3. Click the Learning drop down in the navigation bar and click to Browse Training
4. If you are in a non-supervisory role, click on Everfi Preventing Sexual Harassment Training for Employees
5. For Supervisors, click on Everfi Preventing Sexual Harassment Training for Supervisors

Troubleshooting for Sexual Harassment Training (Not refreshing to 100% complete):

1. Login Back into CSOD
2. Click the Sexual Harassment training which is still showing in their Assigned training block of Welcome page
3. Click Launch button next to Harassment and Discrimination Prevention
4. Click the Review button next to "If you want to "review" the course, click» Review
5. Once in the Review, click Exit from top right.
6. A pop up menu will load stating "Session is being closed...do not close this window or navigate away from this page" .
7. Do NOT manually close, as this is the process that will refresh their completion percent back in

to ensure a minimum amount of time is provided with your completion of your training Cornerstone.

Part-time Employees

Adjunct faculty, Temporary Part-time (Casual Labor), and temporary Classified WAE employees will take this course via Moodle.

Configuration in Moodle is still under way. Additional details will be announced in the near future.

*Graduate Assistants and Student employees will access this training via uLink

You will receive an automated email from Cornerstone prompting you to login using your uLink Log-in credentials. If you have taken the course in calendar year 2018, please disregard, as you do not need to re-take it until 2019. If you have any questions, contact Human Resources at 482-6242 or humanresources@louisiana.edu.

Ethics Training

In response to Louisiana Revised Statute 42:1170, all public employees are also required to complete one hour of training on the Code of Governmental Ethics each year. Impacted employees include the following groups: fulltime faculty, adjunct faculty, Classified & Unclassified staff, graduate or teaching assistants, and student workers.

Fulltime Faculty, Unclassified and Classified Staff

The required training can be accessed through Cornerstone via ULink.

1. Log in to ULink
2. On the Employee tab, in the Required Training box, click Access Mandatory Training.
3. Click the Learning drop down in the navigation bar and click to Browse Training
4. Click State Governmental Ethics Course

Part-time Employees

Adjunct faculty, Temporary Part-time (Casual Labor), Graduate Assistants, and Student employees can access this training via the [Louisiana Ethics Administrations](#) website.

- Please register as a new user if this is your first time taking the training. This will allow you to set up your User ID and Password. If you have taken the course online before, please go ahead and login using your University email address and password. If you do not have a louisiana.edu domain email account, you may register with a personal email account; however, you will need to submit your certificate of completion to Human Resources. You can email to humanresources@louisiana.edu, fax to 337-482-1452, or mail to UL Lafayette HR, PO Box 40196, Lafayette, LA 70504.

*According to the statute, failure to comply with the requirements of training constitutes a violation of the Ethics Code. Any public employee who is found to have violated any provision of any law within the jurisdiction of the Ethics Board can be removed, suspended, or ordered to have a reduction in pay or demotion by the Ethics Board. The board can also impose a fine of not more than ten thousand dollars, or both. The State requires that we are able to show proof that all employees have taken the mandated training so we ask that all employees login and do the training individually unless the training is coordinated by HR in a group setting.

Building Evacuation Action Plan

1. Log in to ULink
2. On the Employee tab, in the Required Training box, click Access Mandatory Training.
3. Click the Learning drop down in the navigation bar and click to Browse Training
4. Select Building Emergency Action Plan Training
5. Click the Request button
6. Click Open Curriculum to begin the course.

Contact Taz Winger with questions at 482-1049 ctw6975@louisiana.edu.

Guidance for Surviving an Active Shooter

Situation

1. Log in to ULink
2. On the Employee tab, in the Required Training box, click Access Mandatory Training.
3. Click the Learning drop down in the navigation bar and click to Browse Training
4. Select Guidance for Surviving an Active Shooter Situation
5. Click the Request button
6. Click Open Curriculum to begin the course.

Contact Taz Winger with questions at 482-1049 ctw6975@louisiana.edu.

NOTE: For departments with employees who do not have computer access, please email trainingcoordinator@louisiana.edu to arrange group training for those employees.



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