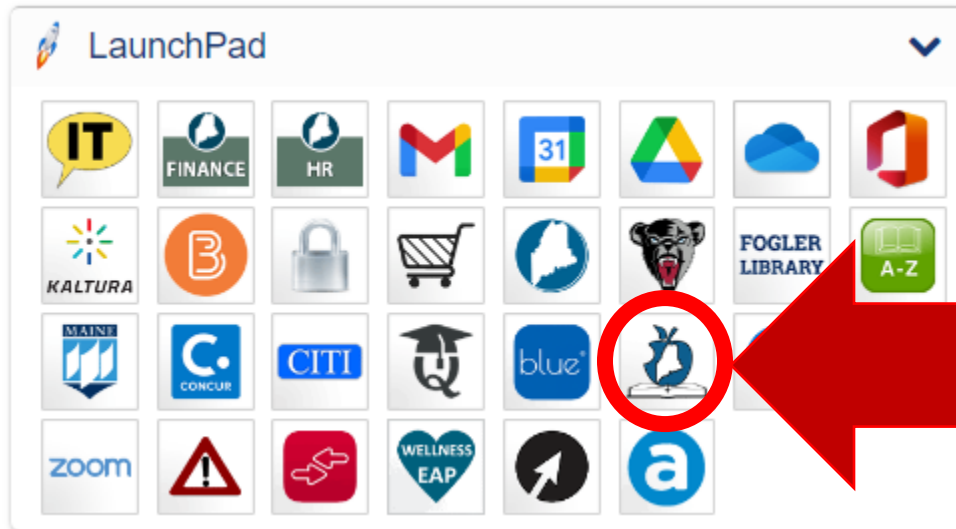
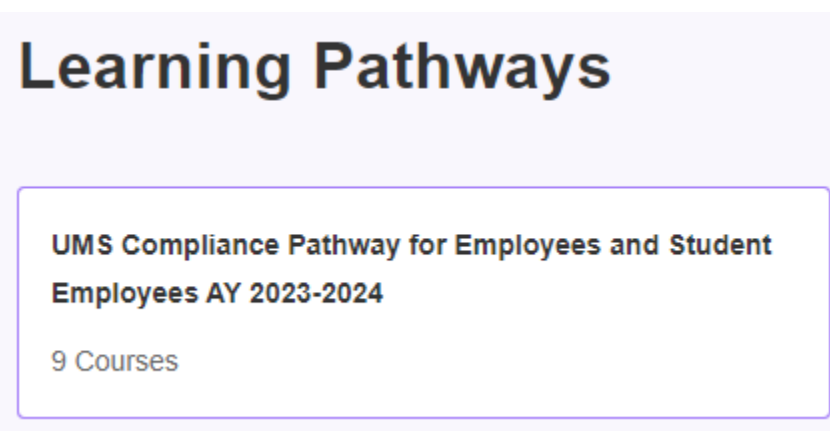


UMS Compliance Training Guide [rev. 3-3-24]

- 1) Navigate to <https://mycampus.maine.edu/group/um/home> and log in with your UMS credentials.
- 2) Access **UMS Academy** via the **LaunchPad**.




- 3) Scroll down to **Learning Pathways** and select the current academic year's **UMS Compliance Pathway for Employees and Student Employees**.




- 4) Complete the Required Modules listed. The module icon will display a green checkmark once completed. Here is an example.

Required Modules

Follow these required modules to finish this Pathway.



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- 5) The total number of required modules for the Pathway will be indicated on the right side of the screen. (Note: The number of Required Modules can change between academic years.)

Pathway Curriculum

9 Required Modules

Payment Information

PATFA members who complete University-mandated annual compliance training will receive \$150. Completion of the required modules triggers these payments. PATFA members need not reach out to HR or to department staff to communicate that the modules have been completed.

These payments are processed twice each year. Data will be pulled by the HRIS team on the 15th of the month each December and May and provided to Payroll for payment on the last business day of December and May.

If you believe that you should have received payment and have not, please contact Susannah Fisher (susannah.fisher@maine.edu) in the CLAS Dean's office.