



For direct links to these trainings, you can also visit our website at: umaine.edu/studemp/training

All student trainings are now located in one location on UMS Academy. If you had taken these trainings on BlackBoard before they merged, you will need to complete them again.

Office of Student Employment

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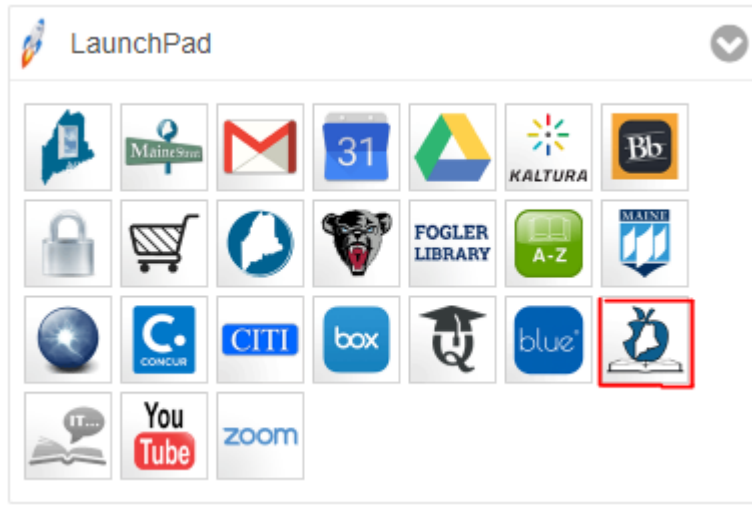
UMS Academy Student Training Guide

When do I need to complete these trainings by?

These trainings must be completed **within 30 days of hire**, at the latest.

Where are the trainings located?

You can access all student employee trainings through UMS Academy at MyUMS.maine.edu. You will need to log in with your maine.edu account. Click the UMS Academy logo on your home page to visit the training website:



You can also take the trainings directly from our website; the address is listed directly to the **left** of this text.

Which training do I take?

There are two separate trainings for student employees. They are titled:

- “UMS Compliance Track for Student Employees 2018-2019”
- “UMS Compliance Track for Student Employees who Manage Student Employees 2018-2019”

You should click the training that pertains to you. If you are unsure whether or not you supervise other student employees, speak to your supervisor!

There are multiple trainings within your “UMS Compliance Track”. It depends on which training you have selected. These trainings include:

- **FERPA Training (est. 17 minutes to complete)**
- **Sexual Harassment Training (est. one hour to complete)**
- **Information Security (est. 35 minutes to complete)**
- **Basic Safety Training (est. 33 minutes to complete)**
- **Title IX (TBD – new as of 10/22/2018)**

All other trainings you see on the website are completely optional, and are listed as ‘electives’. Your supervisor may ask you to take additional trainings if they are relevant to your position (Lab Safety, Computer Workstation, HIPAA).

Where do I go to take the tests?

LearnIt

Provelt

These trainings have two sections:

Videos are located underneath the “**LearnIt**” tab, and your quiz is located under the “**Provelt**” tab.

I’ve taken the quiz and I did not get at least an 85%. What do I do?

You need to receive at least an 85% to pass the quiz. If you do not, you are welcome to retake the trainings as many times as you need. You can simply click the ‘**Try Again**’ button. Your score will be saved after you submit your test answers. Your supervisor may ask for a receipt of your completion.

I passed with at least an 85%, but it still is saying that I have not completed the training. Why?

The training will not register as **complete** unless you have clicked every video and downloaded all of the additional documents associated with that training. For example, **here is what the videos and documents will look like once they have**

The screenshot shows the training interface with two tabs: 'LearnIt' (active) and 'Provelt'. Under 'LearnIt', there are two video thumbnails: 'Introduction and overview' (Duration: 2:50) and 'Rate problem on a scale of 1-7 & F's exercise' (Duration: 3:29). To the right, a 'Completion' section shows progress bars for 'LearnIt' (2 of 17) and 'Provelt' (0 of 1).

A completed training will be entirely green, and have all sections completed!



How do I download proof that I passed?

Certificates will be available for any course you take that you pass with at least an 85% score. On the left side of the screen, you will see the ‘Certificates’ button. Click that link to download each individual training certificate to send to your supervisor.

Frequently Asked Questions:

Q: Will my progress save if I close out of the quiz?

A: We recommend trying to complete a training in full, all at the same time, to reduce the risk of the quiz not saving.

Q: Will I need to take these trainings again?

A: So long as you are a student employee, these trainings are required to be taken annually.

Q: Will I be paid to take these trainings?

A: If you take the trainings outside of your normal work hours, we highly recommend that you be compensated for your time. We advise speaking with your supervisor before doing so.

Q: What if it takes me longer to complete the training than the estimated time?

A: The Compliance Education Committee allows for 15 additional minutes to complete the training in the event you need to retake the quiz. No more than 15 minutes of additional time can be counted if you are being compensated.

Q: I am experiencing trouble with the trainings. Who do I contact?

A: Please email umsacademy@maine.edu for technical difficulties relating to the trainings!

Still have questions? Stop by our office or call Student Employment at (207) 581-1349!