# Frequently Asked Questions

<u>**Mandatory Training:**</u> **CSUSB Training Plan Notice: EDU: Eliminate Campus Sexual Misconduct (CSU)**

| Question | Answer |
|---|---|
| **Do I need to take this training?** | **Yes, it is mandatory annual training.**<br>In order to meet compliance with **CSU Executive Order 1096 (EO 1096)**. EO 1096 requires all employees, including Faculty to take this training. Employees shall receive training within six months of their initial hiring and **on an annual basis thereafter.** |
| **How many times** do I need to take this training? | Once a year. You may start receiving new reminders 6 months after completing previous training. |
| **Why do I get reminder notices** after taking the training? | The subject line of the emails you receive lists the Due Date of the training. If you completed the training in Spring 2017, you may be getting new reminders to complete it 2nd time, since it's annual, by Spring 2018.  Please check the due date in emails you receive.<br><br>Otherwise, it could be a glitch, in that case please contact Academic Personnel via email at **academicpersonnel.csusb.edu** |
| **How do I access** the training? | Click on the link in the email you received, note you will need to log-on into your myCoyote account.  You can also follow the steps in the **attached guide below** on how to access Skillport. |
| Do I need to take the training **all at once**? | No, you can stop and continue at a later point. Please know that if you wait too long to complete your training, you may be required to start from the beginning. |
| Do I need to **retain the Certificate** of completion of the training? | Yes, you should retain a .pdf copy of the certificate for your records. |
| Do I need to **provide my Certificate to Academic Personnel**? | No, just retain a copy for your records. |
| **How do I get to the Certificate page** after completing the training? | After you complete the training, you will be taken to a page with links to all relevant policies, you need to acknowledge you read all the polices. There is a button at the bottom of the page to click on, once you do, you will be taken to a page where you can print the certificate, and/or save as .pdf. |

## How to access Skillport via myCoyote Portal:

**Step 1:** Click on **myCoyote** in the upper left corner on the main University website www.csusb.edu or type: my.csusb.edu
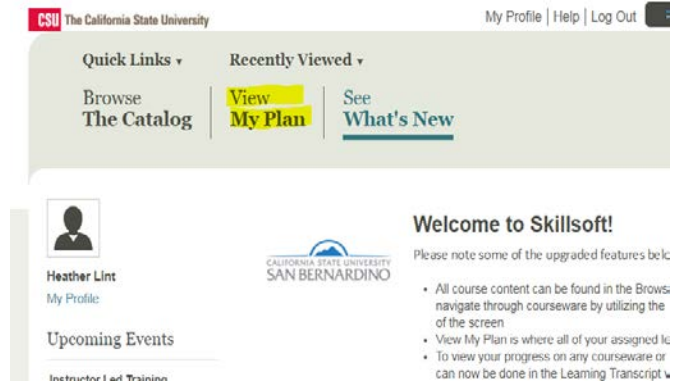
**Step 2:** Login to your myCoyote Account by entering your **Coyote ID, and Password**
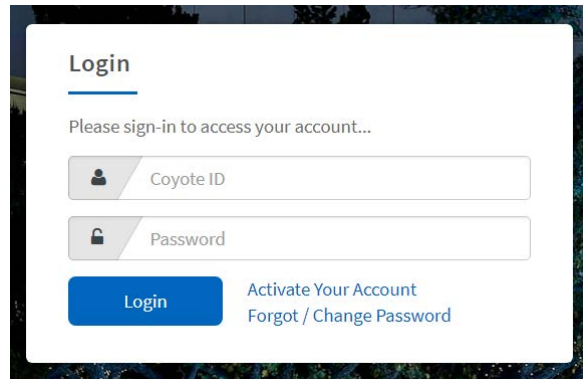
**Step 3:** Click on **Skillsoft** icon (red circle) in the section called: **QuickLaunch Navigation**:
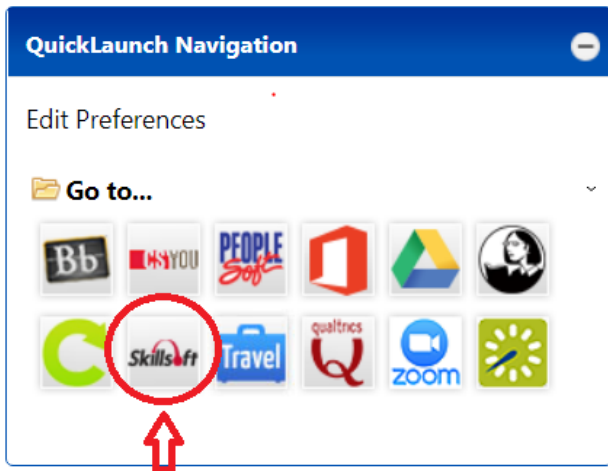
**Step 4**: From the Skillsoft dashboard *(top Menu)* click on the link **"View My Plan"** *(marked in yellow):*

**Step 5**: Under **Assigned Learning** Tab **launch** the **"EDU: Eliminate Campus Sexual Misconduct (CSU)"** course from the list of classes assigned. Once finished, **save certificate** to a document folder for confirmation of course completion.