



TEXAS A&M
HEALTH SCIENCE CENTER

INSTRUCTIONS TO BEGIN TRAINING

The required courses can be taken online and are accessed through [Single Sign On](#).

1. Enter UIN and password. (If you are a new employee click on ***“New Employee Set up password.”***). If a new password is needed, ask departmental coordinator to reset your password, or email hr@tamhsc.edu. Click ***“Submit”***.
2. Select the HR Connect link.
3. Click on Training tab.
4. You will see various options. Click on the link ***“System Required Training”***

Click ***“Start Course”*** to begin the following courses:

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

Click ***“Alphabetical Mater Course List”*** and select ***“Start Course”*** to begin the following course:

- **FERPA**

First time visitors, follow the online directions. If you are a returning user, please select “Start Over” or “Continue where I left off” to continue the training from the place you last left off. .