The University of Southern Maine is committed to providing a positive educational and work environment that recognizes and respects the dignity of all students, faculty, and staff. Harassment of any form undermines this important commitment and is not appropriate or acceptable within the university community. Further, in complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Southern Maine will not tolerate discriminatory harassment on the basis of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin or citizenship status, age, disability, whistleblower or veterans status in employment, education, and all other areas of the University. For more information about the University’s non-discrimination policy please visit http://www.usm.maine.edu/eeo/.

As part of our commitment to a safe and welcoming workplace, and in compliance with legal mandates, we are committed to providing training on an on-going basis to all employees. This training, Sexual Assault Prevention Training, is mandatory.

The training takes approximately one hour to complete and you can exit and reenter it at the same point if you are interrupted. If you need special support to take the course due to limited computer access or any other reason, please call your campus EEO Officer. A passing score is required to complete the course. We ask that all hourly employees complete the course during your regular working schedule and not from home.

ON LINE TRAINING INSTRUCTIONS:

To access the Sexual Assault Prevention Training:

- Log in to MyUSM community portal login webpage
- Enter Username and Password
- Select UMS Quick Links from LaunchPad
- Click on Sexual Assault Prevention Training
UNIVERSITY OF MAINE MANDATORY DATA SECURITY TRAINING (2 of 2)
(Required every year)

University faculty and employees work with or may have access to a great deal of information including legally protected information. Students, employees, and others expect that this information is secure and is protected against unauthorized access, use, disclosure and/or distribution.

In 2011 the University of Maine System Board of Trustees passed an Information Security Policy (available at http://www.maine.edu/wp-content/uploads/2013/06/POLICYSTANDARDS.pdf). The policy is intended to support the mission and goals of UMS and its universities and to provide direction for the appropriate use and protection of UMS information assets.

In addition to other security requirements, the policy requires annual faculty and employee training. In response, the UMS Office of Information Security has developed training to raise employee awareness about information security threats, regulatory requirements, and good information security practices. Employees who do not use computers at work, such as Physical Plant or Food Services staff are required to review a handout. This handout is attached. All other employees are required to complete online training annually and pass the exit test with a score of 70% or better. New employees will be required to complete the training at the time of hire. This training is updated annually and is required to be completed each year.

To complete this required training, please point your browser to www.courses.maine.edu to log into Blackboard, then follow these directions:

➢ Login using your UMS ID and password (the same ID and password that you use for MaineStreet access)
➢ Click on "My Courses" on the right hand side of the screen
➢ Click on “Information Security Awareness Training – all users”
➢ Click on “Take the Course”
➢ Complete the course, including the required exit test

If you have difficulty accessing the training, please contact the USM Help Desk - 780-4029 or HelpDesk@usm.maine.edu.

This training is an expected job requirement for all student employees, it must be completed as soon as possible. The training is updated annually and must be completed each year.

Thank you for completing the training and for your commitment to protecting the personal and other protected information of our students and others.