UNIVERSITY OF SOUTHERN MAINE EMPLOYEE MANDATORY ANTI-HARASSMENT TRAINING (1 of 2)

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, we are committed to providing Harassment Training on an on-going basis to all employees. In order to best serve the needs of our supervisors, employees and students, we have partnered with Bernstein Shur, a local law firm, to offer an on-line delivery of this mandatory training.

Student employees are required to complete the employee training module which takes approximately forty-five minutes.

Below you will find details on the website and the log-ins that have been established for USM. If you are unable to access the on-line training, or if you would prefer a different delivery, we can accommodate any delivery system that works best for you. Please contact Penny Glover in Human Resources pglover@usm.maine.edu or 228-8304 to discuss.

*Thank you for your support and compliance in this important matter.*

ON LINE TRAINING INSTRUCTIONS:

For the online harassment training, go to the Bernstein Shur website www.bernsteinshur.com and click on the “training” link in the very bottom left corner menu of the home page.

- When prompted, enter the appropriate User Name and Password:
  
  User Name: usm_employee
  
  Password: blue

- When prompted, enter your full name – first and last name.

- After the training has ended, be sure to click on the “button” to confirm that you have viewed the training.
UNIVERSITY OF SOUTHERN MAINE EMPLOYEE MANDATORY DATA SECURITY TRAINING (2 of 2)

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/system/policy_manual/901InformationSecurity.php). 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.

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 USM Students"
- 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.

If you have completed this training in the last 12 months, you are not required to take the course again.

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