

Campus Training Resources



1. New Employee Orientation

- New employees can review these videos and attachments. If you have any questions about New Employee Orientation, please email Valerie Pryor at valeriec@uark.edu or Shane Lewis at sal005@uark.edu.

Benefits questions may be addressed with Tracee Riggs at tdriggs@uark.edu

- [New Employee Orientation Part 1](#)
[New Employee Orientation Part 2](#)
- [Benefits Overview by Topic](#): Retirement; Health Care Options; FSA and HAS's explained; Dental and Vision insurance
- [Benefits Overview at the Human Resources Website](#)
- [How to Enroll in Benefits Online](#)



2. Human Resources Online Training

- [Human Resources Professional Development and Training Website](#) lists the variety of programs available to take in a classroom or virtual. If you have any questions email Jacque Linebarger at jklineba@uark.edu for support.
- University [Policies and Handbooks](#) are available to review online.
- Supervisor Training:**
 - [FERPA \(Family Educational Rights and Privacy Act of 1974\)](#)
 - [FLSA \(Fair Labor Standards Act\)](#)
 - [FMLA \(Family and Medical Leave Act\)](#)
 - [HIPAA \(Health Insurance Portability and Accountability Act\)](#)
 - [Leave Scenarios for Supervisors](#)
 - [Workers Compensation Training](#)
- Benefits Training**
 - [Catastrophic Leave](#)

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[Parental Leave](#)

[Accrued and Non-Accrued Leave](#)

- Administrative Assistant Training**

[Hiring a Foreign National](#)

- PeopleAdmin7**

[PeopleAdmin 7 Posting Waiver Training](#)

[New Transition Options Reformatted](#)

[Postings: Initiator, Reviewer, Approver](#)

- BASIS**

[Hourly Training](#)

[PSB Training \(Position, System, Budget\)](#)

- Presentations**

[Identity Theft Presentation by CCOA](#)

3. Red Flag Rule (Blackboard)



- If you or a staff member are expected to take the Red Flag Rule quiz, you have likely been notified by Sandy Sturgeon, Director of Financial and Management Analysis, Financial Affairs. Those who handle cash and credit cards on campus generally take the exam. The exam is found on Blackboard. Access Blackboard online at learn.uark.edu. If you think you qualify and have not been notified, please contact Sandy Sturgeon, sandras@uark.edu, to determine if you should take the exam.

4. Information Technology Services Training (ITS)



- The [Information Technology Services](#) department offers links for a variety of training for students, faculty and staff. Check these trainings to familiarize yourself with the technology and learning services needed for success. Find more information at [Working Remotely](#); contact the IT Help Portal at help.uark.edu or 479-575-2905 7 days a week.



5. LinkedIn Learning

- The university contracts with LinkedIn Learning (formerly Lynda.com) for professional development online courses.

To access [LinkedIn Learning](#), follow the steps found at the TIPS Center, Teaching Innovation and Pedagogical Support. Call the TIPS Hotline at 479-575-6804 for support, or help.uark.edu.

LinkedIn Learning offers Learning Paths, which include multiple video trainings and quizzes on a complex subject. In addition, individual videos can be watched one at a time on general topics, including computer skills and workplace communication skills.

Learning Paths

- Become a Customer Support Specialist
- Become a Manager
- Become a High Performer
- Become a Successful Remote Worker
- Diversity, Inclusion, and Belonging for Leaders and Managers
- Improve Your Coaching Skills as a Manager
- Improve Your Creativity Skills
- Fostering Collaboration
- Women in Leadership

General Topics

- Administrative Professional Foundations by Aimee Reese
- Business Etiquette: Phone, Email, and Text by Suzanna Kaye
- Communication Foundations by Brenda Bailey Hughes and Tatiana Kolovou
- Communication within Teams by Daisy Lovelace
- Creativity for All by Ben Long, Amy Wynne, Julian Velard, Denise Jacobs, and Stefan Mumaw
- Critical Thinking by Mike Figliuolo
- Customer Service Foundations by Jeff Toister
- Diversity, Inclusion, and Belonging by Pat Wadors
- Empathy for Customer Service Professionals by Myra Golden
- How to Manage Feeling Overwhelmed by Heidi Hanna
- Managing Team Conflict by Henna Inam
- Office 365 applications (Access, Excel, PowerPoint, Word, tips and tricks, and specific advanced topics like Pivot Tables, Gantt Charts, etc.)
- Strategic Planning Foundations by Mike Figliuolo
- Teamwork Foundations by Chris Croft
- Time Management Fundamentals by Dave Crenshaw
- Working with Difficult People by Chris Croft

6. Office of Equal Opportunity and Compliance (OEOC)



- The University of Arkansas **requires** a variety of trainings for all employees through the Office of Equal Opportunity and Compliance. These trainings are valid for three (3) years from completion date. Offered on Everfi, the trainings are designed to be taken online. If you have questions about OEOC training, please contact Wayne Bell, Training Coordinator, Bwb03@uark.edu

The following trainings are **required of all University of Arkansas employees**:

[What is Discriminatory Harassment for Employees?](#) This course is offered through Everfi and contains two modules: Managing Bias and Code of Conduct. Both sections must be completed to be considered compliant on this training.

[Bridges: Title IX.](#) This course is offered through Everfi and contains one module: Bridges: Building a Supportive Community. This module must be completed to be considered compliant on this training. This course is designed for employees and is independent of any Title IX training that may have been taken as a student.

[Disability Awareness.](#) This course is offered through Everfi and contains one module: Accommodating Disabilities. This module must be completed to be considered compliant on this training.

All Everfi courses should be single sign on using your UARK ID (do not include @uark.edu) If you have difficulty accessing course materials, please contact OEOC@uark.edu. If you are currently compliant on one (or any) of the above listed trainings, they will not appear in your Everfi profile. If you believe there is an error in your training record, please contact OEOC@uark.edu.

For those **employees who serve or will serve on a university search committee**, the OEOC currently offers both in-person and online versions of the required [Search Committee Training](#). To request access to this training, please place a request on the [OEOC website](#).

Finally, for **employees who are in a supervisory role**, the OEOC requires two additional courses. [“What is Discriminatory Harassment for Supervisors?”](#) and [“Responding to a Reasonable Accommodation Request.”](#) These courses are only offered in-person and can be registered for through the OEOC website.

7. ITS: Adobe Creative Cloud



- Adobe Creative Cloud includes applications for productivity such as Photoshop, Illustrator, InDesign, Acrobat Pro, Bridge, Premiere Pro, After Effects and more. Each application provides training tutorials. Adobe Creative Cloud is available free of charge for faculty and staff to install on up to two devices at a time. Annual subscriptions are also available at a discount for student or personal use. [Adobe Creative Cloud information](#). For support, contact help.uark.edu.

8. ITS: File Storage Solutions



- If your file is too large or too sensitive for sending by email then use Box or OneDrive.

[Box is an online cloud storage and collaboration tool](#) available to all students, faculty and staff. Log in with your @uark.edu email address and password.

[OneDrive](#) is available to all students, faculty and staff from Office365. To get started with OneDrive, [log into Office 365](#) with your UARK email address and password and then click the OneDrive tile.

See the ITS [comparison chart](#) to help you choose the file storage solution that best fits your needs. For support, contact help.uark.edu.

9. MAGNA Publications



- The University of Arkansas has purchased access to **Magna Commons & 20-Minute Mentor Commons**.

As a member of our campus community this online content from Magna Publications is available at no cost to you. Since 1972 Magna has been a leading provider of higher education professional development resources. Sign up today and help energize your higher education career.

Magna Commons offers on-demand versions of Magna's most popular **Magna Online Seminars**, covering a broad range of topics of interest to faculty & administrators.

20-Minute Mentor Commons offers on-demand versions of Magna's popular **20-Minute Mentor programs**, covering a broad range of faculty development topics.

STEP 1: Activate your group subscription access

1. Go to www.magnapubs.com/site-license/registration.html?v=uark1107
2. Follow the three-step process by entering your information in each of the required fields. In the Authorization Code box, enter the group Authorization Code "UARK3462" and click Submit.

Note: entering the Authorization Code is done only once. Please do not share the Authorization Code with anyone outside your institution.

STEP 2: Access the group subscription

1. Go to <http://www.magnapubs.com/profile>
2. If not already logged in, enter your email address and password and click Log In. If you do not know or remember your account password, use "Forgot your password?" to reset it.

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3. On the My Online Access page, you will see all the content you (or your institution) subscribes to or has purchased for online viewing. Click the appropriate "Go to" box to access the content.

To update your account settings and preferences, On the Magna web site, hover over My Account in the upper right corner to select the appropriate option.

Need help?

Call 800-433-0499 ext. 2 (outside the U.S. & Canada call 608-246-3590 ext. 2.). Our office hours are 8:00 am to 4:30 pm Central Time, Monday through Friday, or email support@magnapubs.com