

## Chico State Enterprises Announcements December 7, 2020

### Required Compliance Training

**Employees are required to complete the CSU Discrimination Harassment Prevention Program compliance training as part of their employment with the university. If you have not done so already, please complete the training by December 10, 2020.**

In turn, managers are accountable for ensuring employees are trained as compliance training statuses impact end-of-year reports shared with the Chancellor for each campus. Please check with your employees to ensure that their training has been completed.

Employees:

- Check your [CSU Learn Assigned Learning](#) (opens in new window) tab to view your assigned trainings.
- Click on the Start button to start your training (click on center, not the drop-down menu).
- You should receive a confirmation email within a few minutes of completing the course. If you do not receive an email, reopen the training and verify you have visited all the required content.

Most compliance training was due October 1st and employees will have received multiple reminders for due/overdue compliance courses from CSU Learn (email: [training@csuchico.edu](mailto:training@csuchico.edu)).

For more instructions on how to complete the training, please view the following links:

- [FAQ's and How-To Guides](#) are available on the training management system site.
- Questions can be forwarded to [pdev@csuchico.edu](mailto:pdev@csuchico.edu) (Professional Development, Human Resources Service Center) or [training@csuchico.edu](mailto:training@csuchico.edu) (campus CSU Learn technical support).