** **

Human Resources & Payroll

**Child Protection Training Course# 2111652**

**For Campus Programs for Minors**

## TrainTraq for A&M System employees

 There are two ways an employee can access training:

### A.    Manual assignments

Training can be manually assigned to employees in TrainTraq by someone with one of the TrainTraq processor roles. The benefit of manual assignments is that the course assignment shows up on the Home tab when an employee logs in and it isn’t necessary to conduct a course search. It also sends an e-mail to the employee notifying them of the assignment and states the due date.

### B.     Course search

**The following describes the steps to find the training in TrainTraq:**

1.      Access TrainTraq via Single Sign On (SSO), [https://sso.tamus.edu](https://sso.tamus.edu/). The employee will need to know their UIN and password.

2.      Click TrainTraq in the SSO Menu.

3.      Click the Search tab in the top left of the menu.

4.      Can search for the course by typing “Child” in the Course Name field or by typing the course number (TBD) in the Course Number field.

5.      Click Search.

6.      Child Protection Training course will appear. Click Start Course.

7.     100% is the required score for a certificate

## External Gateway for A&M System Affiliate Personnel (Volunteers)

The external gateway is intended for A&M System-affiliated individuals only (volunteers) working member sponsored Campus Programs For Minors. To access the gateway, an individual needs two things: a working e-mail address and the current generated password. System Training  is responsible for the password and changes it every few months.  This password change is communicated through the member’s System Training Coordinator. It will be important to make contact with them regarding training for this group at your respective institution.

**Instructions to access the training gateway**:

1.      Get link and password from Human Resources training coordinator.

2.      Type their e-mail address and the password. The gateway will send the completion certificate to this e-mail address.

3.      Click Submit.

4.      Find the desired course. In this case, *Child Protection Training.*

5.      Click Start.

6.      The user will be required to enter their name, employer and the “How did you hear about this course?” fields. It is very important to ensure they enter their first and last name because that is what will appear on the completion certificate. They can also enter in their work address, city, state, and phone number, but those are not required in order to view the course. If they fill out those fields, they will appear on the completion certificate as well.

7.      Click Save.

8.      Click Start Course.

9.     100% is the required score for a certificate

10.   Upon successfully completing the course, an e-mail will be sent to the e-mail address that was used to login to the gateway. The e-mail will contain a link to the completion certificate. When they click the link, you’ll have the option to download the certificate as a PDF.

## Non-A&M System affiliated individuals (Third Party Campus Programs For Minors)

 Third-party camps/programs may be directed to the TDSHS site for a list of approved courses at <http://www.dshs.state.tx.us/youthcamp/forms.shtm#trainexam>. Third-party camps/programs do not have an affiliation with the university or agency, but are simply hosting the camp on university/agency premises.

# Proof of Completion

## A&M System employees

Employees in TrainTraq have all of their completions recorded on a transcript which includes the employee’s name, the title of the course, date of completion and score. It can be downloaded as a PDF through TrainTraq.

## A&M System affiliates

A&M System affiliates are individuals who will be helping with A&M System-sponsored programs for minors, but who are not on payroll. A&M System affiliates that access the external gateway are sent an e-mail notification to the e-mail address they used to login. The e-mail contains a link where the affiliate will be able to download a printable PDF.

## Non-A&M System affiliated individuals (Third Party Camps and Programs)

Must provide you with a verifiable source indicating all third party personnel has received the required training as it relates to child protection.  This can be in various formats depending on the camp and their method of training.

This online course satisfies the legal requirements found in SB 1414 which passed in the last legislative session.

05/2012