

Mandatory Training – All State Employees

Diversity, Equal Employment and Discrimination Prevention

In Collaboration with Texas Workforce Commission Training and Development Department

Civil Rights training is required for all new employees within their first 30 days, and all employees must recertify every two years, thereafter.

The link below will take you to the training website. This training will take approximately 20 minutes.

<https://softchalkcloud.com/lesson/serve/MQBWTo9xcft7j6/html>

- Enter above URL address
- Enter your agency acronym, agency number and your name followed by a single space (example: Lamar University 734 or LIT 789 John Doe). If your last name includes a suffix, add a single space between your last name and the suffix (example: Lamar University 734 or LIT 789 John Doe Jr). Select “continue” to start the on-line training. For help call Brenda Dixon, 880-8373 or email brenda.dixon@lamar.edu
- You must have 9 of 12 questions correct to validate learning. If you do not complete the course successfully, then you must retake the course until successful.
- When you complete the course, please **print a certificate**, close the certificate window and then also **click “FINISH” to record your score** in the database. Send certificate to Brenda Dixon, Human Resources ,Box 11127.
- If you are unable to print a certificate, record the completion number that will be furnished and forward to brenda.dixon@lamar.edu.

Below are some Troubleshooting tips that may be helpful:

- If you have issues in one browser, please try another web browser **EXCEPT Chrome and Internet Explorer 7**, which are not supported.
- You can also try clearing your Internet cache files. The following website has an excellent explanation on how to clear your web browser’s cache, cookies and history: <http://kb.iu.edu/data/ahic.html> .
- FINISH BUTTON not appearing or not working properly.
 - There is no “Finish” button on the last page of the lesson.
 - A disabled “Finish” button (i.e. “grayed out” button) appears at the end of lesson.
 - You click on the Finish button and nothing happens.
 - Your web browser pop-up blocker may be blocking the content.
 - In Internet Explorer, select Tools/Pop-up Blocker. If you have the pop-up blocker turned on, select “Turn off Pop-up Blocker”.
 - If you are using Internet Explorer 9, be sure to turn off the Compatibility View. Within Internet Explorer 9, choose the Tools menu and de-select /compatibility View (make sure there is NO checkmark beside it).
 - Internet Explorer 7 or Google Chrome web browsers are NOT supported – you will need to use Internet Explorer 8 or higher.

