**NEW EMPLOYEE TRAINING REQUIREMENTS**

## HR REQUIREMENTS:

* Moody Drug-Free School Act & Training
* Employee Information Guide (EIG)
* ANCRA Sign off

*Call Human Resources at x4237 for further inquiry regarding the above trainings.*

## INSTITUTE REQUIREMENTS:

* Doctrinal Statement
	+ Main Contact: Mary Oliva of the President’s office
		- Email: mary.oliva@moody.edu
		- Phone: 312 329 4112
* Workplace Safety Training
	+ Main Contact: Stacey Craelius of Public Safety
		- E-mail: stacey.craelius@moody.edu
		- Phone: 312 329 4405
* Moody Title IX Policy Training
	+ Main Contact: Trinity Cortez, Title IX Coordinator
		- E-mail: trinity.cortez@moody.edu
		- Phone: 312 329 4022
* Cyber Security Awareness Training
	+ Main Contact: Joe Straw of ITS
		- Email: joe.straw@moody.edu
		- Phone: 312 329 4395
* Intercultural Development Inventory (IDI)
	+ Main Contact: Lud Anderson of Human Resources
		- Email: ludwig.anderson@moody.edu
		- Phone: 312 329 4482

**HOW TO ACCESS REQUIRED TRAINING MATERIALS:**

Recommended Web Browser: Internet Explorer

1. Log in to myMoody by navigating to my.moody.edu



1. Navigate to the Staff tab and then go to ‘Directory by Department’



1. Under Human Resources, select ‘Employee Learning/Development’. (Note that the EIG and ANCRA sign-offs can be found on this page without navigating to the Employee Learning/Dev page.)



1. Once on the Employee Learning/Development site, select New Employee Resources. Here you will find a list of sign-offs that are required for HR and other departments.



**(More Institute requirements on next page)**

**For Workplace Safety Training:**

Safety Training Website - <https://www.osmanager4.com/logindynamic.aspx>



* You will be set up to complete this training and will receive an e-mail instructing you on how to complete this requirement.
	+ Please Note: This email will come from Health & Safety Institute, not a Moody email address.
* Your username will be your ID number followed by the lowercase letters ‘mbi.’ The password is ‘moody.’ This can be changed after your initial log-in.
	+ EXAMPLE
		- Username: 123456mbi
		- Password: moody
* Please log in and complete the training during your first 30 days.
	+ Please Note: Your password will expire after 30 days. If this occurs, please email Stacey Craelius for a password reset.