

# Mandatory Online Training for Adjuncts

All new employees (faculty and staff) are required to complete mandatory training within 30 days of the hire date. If you have questions about the training you have been assigned, please contact [Krista Colquhoun](#), ext. 433-7704.

**Before your classes begin, you must complete [Canvas LMS Training](#)** as you will be using this software for student grades. You will automatically be enrolled in this training by the Academic Technology Department; you will receive an email with access instructions for the course.

**Complete the online mandatory training within the first 30 days of employment.**

(You will receive an email from the Human Resources Department with instructions.)

**Training hosted by United Educators (UE).  
You will need to create a new account using an email address and a password.**

[Workplace Harassment Prevention](#)

[Preventing Sexual Harassment](#)

[Bystander Intervention](#)

[Protecting Children](#) (there are two parts to this training):

[Shine a Light](#) video, and

[Identifying and Reporting Sexual Misconduct](#)

**Training hosted on Canvas.**

[Bloodborne Pathogen Awareness / Quiz](#)

(face-to-face training will be required for certain job classifications)

[Confidentiality / Quiz](#)

[Disability Awareness / Quiz](#)

[Hazard Communication I Right-to-Know / Quiz](#)

[Ethics & Guidelines for E-Mail and Computer Usage I Outlook Basics for New Employees / Quiz](#)

**Additional Training Required by the Supervisor or Department:**

If additional training is requested by your supervisor or your department, you will receive an email from the Training and Development staff with directions.