

Frequently Asked Questions (FAQs)

TCU Online Compliance Training Program

1. Whom should I contact if I need assistance?

Contact Human Resources at askhr@tcu.edu.

2. Are the compliance training courses mandatory?

As a TCU employee, you are required to complete the annual online compliance training. Employees include faculty, exempt and non-exempt staff, temporary staff, and student employees. Thank you in advance for your early completion. This sends a strong message to the TCU community of the importance of the trainings.

The following courses are assigned to TCU employees for the 2019-2020 Compliance Cycle:

Student Employees:

Bridges: Building a Supportive Community (Title IX and SaVE Act)

ALL TCU and Brite Divinity School EMPLOYEES (faculty, staff, & temps):

- Code of Conduct: Workplace Conduct
- FERPA Basics
- Protecting Youth: Abuse and Neglect Prevention
- Bridges: Taking Action (Title IX and SaVE Act)*

*New employees will receive Bridges: Building a Supportive Community.

TCU and UNTHSC School of Medicine Employees (faculty, staff & temps):

- Code of Conduct: Workplace Conduct
- FERPA Basics
- HIPAA Basics
- Protecting Youth: Abuse and Neglect Prevention
- Bridges: Taking Action (Title IX and SaVE Act)*

*New employees will receive Bridges: Building a Supportive Community.

Non-exempt, temporary, and student employees must complete courses during scheduled working hours – Completing required, job-related training is compensable hours worked.

3. I have temporary employees who will be working for the university less than a week. Are they required to complete the compliance training even though they are employed for only a short period time? Do I need to pay them for their time spent to complete the trainings?

Yes, all TCU employees, regardless of length of employment, are required to complete mandatory compliance training. Yes, TCU non-exempt, temporary, and student employees must complete their training during scheduled working hours and be paid for their time.

4. I completed the required compliance training last year. Why am I required to complete it again?

TCU is committed to creating and maintaining a safe academic and professional environment, in which we work, teach, and study. To remain in the forefront of best practices and to comply with federal mandates, TCU is renewing its institutional commitment to support training on an annual basis.

For the 2019-2020 Compliance Cycle, all employees are assigned a Bridges course (Title IX & SaVE); Code of Conduct course; Protecting Youth, and FERPA course*. Although you may have completed these courses in a previous compliance cycle, you are required to complete the assigned courses for the current compliance cycle within 30 days of assignment.

*The School of Medicine employees must also complete HIPAA Basics.

5. I recently completed the required Alliance for Children. Am I required to take the Protecting Youth compliance course?

Yes. All TCU, Brite and School of Medicine employees are required to complete the assigned mandatory training.

6. I was told that my completion of the Alliance for Children training is effective for two years. Do I need to complete the online Protecting Youth course?

Yes. The Protecting Youth: Abuse and Neglect Prevention is mandatory for all TCU employees.

7. I have a certificate acknowledging I completed the Alliance for Children course. Will this certificate meet the same requirement of completing the Protecting Youth course?

No. All employees must complete the Protecting Youth online course, regardless of completion status of Alliance for Children.

8. I completed this course at my former employer/institution within the last two years. Am I required to complete training at Texas Christian University?

While you may have completed similar training, perhaps with the same vendor, our courses are designed specifically for the TCU community. The courses include resources and policies specific to Texas Christian University.

9. I am currently taking the Bridges (Title IX and SaVE) course and I am very uncomfortable with the content and need to talk with someone.

TCU Employees and graduate students should contact the TCU Director of Employee Relations by calling Human Resources at 817-257-7790. Undergraduate students should contact Campus Life at 817-257-7926.

10. How soon am I required to complete the mandatory trainings?

TCU employees must complete the courses within 30 days of assignment.

11. I need an extension* to complete my training. What do I do?

TCU employees must complete their courses within 30 days of assignment. The Compliance Cycle ends April 30, 2020 at 5:00 pm CDT and access to the training is suspended.

*Extensions may be granted for approved family or medical-related leave.

12. Is there a penalty for non-completion of mandatory courses?

Yes, employees who do not complete assigned courses are subject to ineligibility for merit increases as well as an unsatisfactory performance rating.

13. Will my supervisor or department head know about my completion or non-completion status?

Yes, completion/non-completion monthly status reports are sent to the Chancellor, Provost, and Vice Chancellors.

14. My co-worker received an invitation with three courses but I received an invitation with four courses, which include two Bridges courses. Why?

TCU employees who were assigned the foundational Bridges course (Bridges: Building a Supportive Community) during the 2018-2019 Compliance Cycle, but did not complete the course, were reassigned the foundational course and the refresher course (Bridges: Taking Action).

15. My colleague was assigned a different Bridges (Title IX and SaVE Act) course than I received. Why?

New employees are assigned Bridges: Building a Supportive Community, a course designed to provide a foundation of sexual harassment and discrimination prevention training. Employees who have previously completed the foundational course are assigned Bridges: Taking Action, a refresher course.

16. My supervisor told me I was assigned mandatory training, but I did not receive the email. What do I do?

The compliance invitations and reminder emails are sent to your Texas Christian University email account. Please check your inbox for an email from "Texas Christian University." We also send reminder emails bi-weekly. You may access your courses at any time on the TCU portal (my.tcu.edu).

17. I am a biweekly paid, hourly employee (non-exempt, temporary, or student employee). Am I be paid to complete my online compliance training?

Yes, best practice is for non-exempt, temporary, and student employees to complete assigned courses during normal working hours. Completing job-related, required compliance training is considered compensable hours.

18. How do I access the training courses?

You can access the courses in two ways:

1. Use the link provided in your invitation/reminder email.
 - a. Enter your TCU username and TCU password on the Everfi/Foundry website.
2. Access through the TCU portal (my.tcu.edu).
 - a. Select "Employee Center"
 - b. Select "Compliance"
 - c. Enter your TCU username and TCU password.

19. I do not have time to finish the course(s) in "one sitting." What should I do?

You may complete courses in "multiple sittings*." The courses are self-paced, you may complete sections, log out, and your work is saved. You may begin where you left off the next time you log in.

*Protecting Youth course requires completion of some sections in one sitting

20. What type or brand of technology device or browser is required to complete the trainings?

Google Chrome® is the recommended browser. Other browsers may require Adobe Flash for multimedia content.

- Tablets: iOS version 9.3 or later running on iPad 2 or later
- Smartphones: **NOT** currently supported.
- Screen Readers: Firefox with NVDA and the most recent versions of JAWS/IE

21. I am unable to sign in and complete the training on my smart phone. What should I do?

Smart phones are not supported - use a tablet, laptop, or desktop computer to complete the required training.

22.The video(s) are freezing or taking too long to load. What should I do?

We recommend that you use Chrome as your browser for these courses. If you are using a different browser, try one or all of the following:

- Close all other applications and tabs (Facebook, iTunes, YouTube, etc.).
- Try viewing on full screen mode (Windows, press F11/Mac click View menu on the browser menu and select "full screen", Chromebook, press F4).
- Disable popup blockers and 3rd party toolbars
- Enable 3rd party cookies.
- Ensure popup's are allowed for our website (www.lawroom.com)
- Reboot your computer.
- If on a wireless connection, try a wired connection.
- Try accessing the course on a different internet connection (computer lab, library, home).
- Try accessing at a different time of day (i.e., morning rather than late at night).

23.I am still having trouble accessing the courses after trying the above suggestions. What do I do?

Send an email to askhr@tcu.edu detailing the problems that you are experiencing. You may also contact the Everfi 24/7/365 technical support center to speak/chat with a live agent or submit a ticket - visit support.everfi.com

24.I am trying to play one of the videos in my course, but it will not play. What do I do?

- Check if accessibility mode is **ON**. Accessibility mode is a feature for users with hearing/sight impairments to use alongside an additional reader program. This may affect how videos play. If accessibility mode is ON and you are not using a reader program, turn it OFF the Accessibility mode and PLAY again.
- If it is a flash course, make sure you have Adobe Flash Player installed and enabled.
- Use Google Chrome, Safari, or the most updated version of Firefox.
- Clear the cache in your Desktop Browser;
- Close all instances of your browser, open it and try the course again.
- If you are using Microsoft Edge, exit the program, and restart using a different browser. For optimum results, use Google Chrome, Safari, or Firefox.

25.My speakers are on and functioning, but why is the course still prompting me to turn them on?

This is a standard prompt and you may continue with the course.

26.Will I receive a 'Certificate of Completion' after I complete each course?

Yes, you will have the option of printing a Certificate of Completion upon completion of each course. You may retain the certificate for your own records. Human Resources retains electronic records and does not require a copy.