Mandatory Training for UAA Faculty and Staff

Instructions

To access the required trainings, do the following:

1. Go to the myUA website at alaska.edu/myua.
2. Click on "myUA Employee Services Dashboard."
3. Use your single sign-on to log in.
4. Click on the "My Community" heading at the top of the page then select the "Learning Library."
5. To easily find the required (Tier 1) trainings, click on "Type" up towards the top left-hand side of your page under Learning Library, and check the box for "Common Employee Training – Tier 1," which will pull up the five mandatory trainings.
6. Trainings completed will have a green "complete" sign in the top-left corner of the training module.
7. Select the training(s) you need to complete.

Troubleshooting

If you are having problems, please note that in order for the training modules to work correctly, you must enable cookies in your browser. To check this in Google Chrome (the preferred browser for myUA) you need to do the following:

1. On your computer, open Google Chrome.
2. At the top right of your page, click the three vertical dots.
3. Click "Settings."
4. At the very bottom of the page, in the center, click "Advanced."
5. Under "Privacy," click "Content settings."
6. Click "Cookies."
7. The top selection will either be labeled "Blocked" or "Allow sites to save and read cookie data (recommended)."
8. If your top selection is blocked, you will need to slide the button to the right, which will enable cookies and change the selection to "Allow sites to save and read cookie data (recommended)."
9. If your top selection is already labeled "Allow sites to save and read cookie data (recommended)," then cookies are already enabled in your browser.

Supervisor Tracking

Supervisors may view the training records of only their direct subordinates using the following steps:

1. Go to the myUA website at alaska.edu/myua.
2. Click on the myUA Recruitment Module.
3. Click on the navigation drawer (aka hamburger menu) in the upper right-hand corner of the page, to the right of the "i" symbol.
4. Scroll down to the bottom of the expanded list and click on reports.
5. Under the report category "Development - Employee development activities," there are reports for each of the four corresponding required training courses.
6. To view a report in myUA, you can click the hyperlinked title of the report.
7. If you would like to view the report in .CSV or Excel format, hover over the report title with your mouse and click on the desired format option.