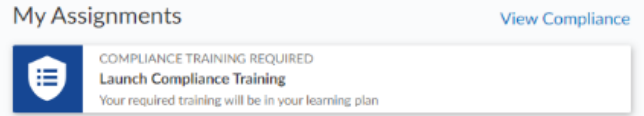




2022 WorkWest Compliance Training

1. Log into **DevelopWest** – www.westga.edu/developwest - using your UWG credentials. Preferred browser is Chrome. Be sure you have enabled your popups.

2. Your compliance training has been assigned and you should see the compliance assignment on the homepage.



3. The Compliance Assignment will contain a Learning Program entitled **WorkWest Compliance Training New Employees 2022**. The due date for the training will also be displayed. The training will take approximately 3 hours to complete and the modules can be completed intermittently during the 30-day training period.

4. Once you have clicked on the course name, you should now see all components of the new employee compliance training. There are 8 modules:

UWG Vehicle Safety ***	Ethics
Vehicle Safety Driver Acknowledgment Form	FERPA for Higher Education
UWG Risk Management	Safety Short: Coronaviruses and COVID-19
UWG Right-to-Know/GHS	Title IX for Higher Education
***Requirement for driving golf carts, vehicle/motor pool rentals, and mileage reimbursement on travel expense reports.	

5. All the courses should be watched fully and let play to completion before you close the pop-up window the video was displayed in. The **Vehicle Safety**, **Risk Management** and **Right-to-Know/GHS** courses will include an attestation statement at the end of the module. Click the blue “Take Quiz Now” button, complete the attestation statement, click “Submit Answers”, and then you may click “Complete Video” on the top right of the screen. The other modules are interactive and will have knowledge-based questions included in the course.

6. The **Vehicle Safety Driver Acknowledgment Form** is a link to an external form that will require you to enter your name, 917# and answer six questions related to your driving history.

7. In addition to the compliance modules referenced above, you will also be required to complete **Cybersecurity Awareness Training** through a software application called **KnowBe4**. You will receive a separate email from the KnowBe4 platform when you have been assigned the training. The email will come from a “knowbe4-do-not-reply@westga.edu” email address and will contain a link to the training. The cybersecurity training is separate, and in addition, the training completed in DevelopWest.

DevelopWest Questions: Contact the Office of Human Resources, 678-839-6111 or hrservices@westga.edu

Cybersecurity/KnowBe4 Questions: Contact the ITS Service Desk, 678-839-6587 or servicedesk@westga.edu