Employee Title IX Training
How to Access and Verify Course Completion

Title IX training completion is required by September 30, 2017. If you would like to access the training or verify your progress or completion, below are the following steps for access. Vice Chancellors will receive completion reports and distribute to their units.

When logging into the training, be sure that you are logging in to take the training specific to faculty and staff. UAOnline may also have the student training available to you if you are enrolled as a student.

Step 1: Login to UAOnline at https://www.alaska.edu/uaonline/

Step 2: Click on Employee Services

Step 3: Click on Employee E-Learning

ATTENTION UA EMPLOYEES
2016 Tax Documents
The 2016 IRS compliant Form W-2s are now available from the "Tax Forms" menu below.

Time Sheet
HR Automated E-mail Subscriptions
E-bulletin boards
Benefits and Deductions
View your retirement plan, health insurance information, flex spending accounts, miscellaneous deductions, and open enrollment information.
Pay Information
View your Direct Deposit breakdown, View your Earnings and Deductions history, View your Pay stubs.
Tax Forms
View Tax Form Contact Information.
Current and Past Jobs
View or update your address(es) & phone number(s). View name change & social security number change information. Look up your SSN.
Time Off
Current Balances and History
View your Leave Usage and Balances or Annual Leave Cash-In Program details.
Employee E-Learning
Step 4: Click on **Title IX: Sex and Gender Based Discrimination Prevention for Faculty & Staff**

Step 5: You will then **Login to EverFi** using your UA Username and UA Password

Step 6: You can **start your course** from here by clicking on the introduction slide. You will receive a notice that you will be sent an email about Part II. **Part II is an optional survey.** Only part I is required for compliance. **Note:** there is important information within the welcome letter that all employees should read.

Step 7: To **check course progress or completion**, click on **past courses** then **course progress**. You will see the completion dates, times and a confirmation on the post-course exam.