



New Hire Online Training

Must Complete within 30 Days of Start Date

Welcome! As a new employee of Angelo State University, the Texas Tech University System and the State of Texas, **you are required to complete the following training courses within your first 30 days of employment:**

- Sexual Harassment Awareness Training
- Equal Employment Opportunity
- Title IX Responsible Employee Training
- Campus Carry Training
- Ethics Training
- Banner Requisition Training (If required for your job role)

You will automatically be enrolled in these training courses in Blackboard within your first two weeks of employment. (Auto-enrollment may take a few days to complete.)

To Access your Blackboard Training:

- Log on to RamPort, click the Blackboard icon in the top right corner, or go directly to <https://blackboard.angelo.edu>
- Click on the My HR Portal tab in the top right corner.
- Find the My Organizations module box, where you will see the required employee training courses.
- Click on each course, read the instructions, viewing each course, and complete the quiz or signature requirement as instructed.
- Your successful completion will be documented electronically in your Report Card.

If you have any questions please contact **Human Resources, Ext. 2168** or eLearning, Ext. 6263.

Thank you!

ASU Office of Human Resources