UC Faculty and Staff
Compliance Training Guide LLDC
Learning and Leadership Development Center

In order to meet state and federal requirements, as well as University policy, UC employees and students may be required to take mandatory training on specific topics. This includes UC faculty, staff, and student employees.

All New Faculty, Staff, and Targeted Student Workers ("faculty" includes all term-adjuncts and part time faculty) are required. Please see below for detailed instructions on how to log into the LawRoom System.
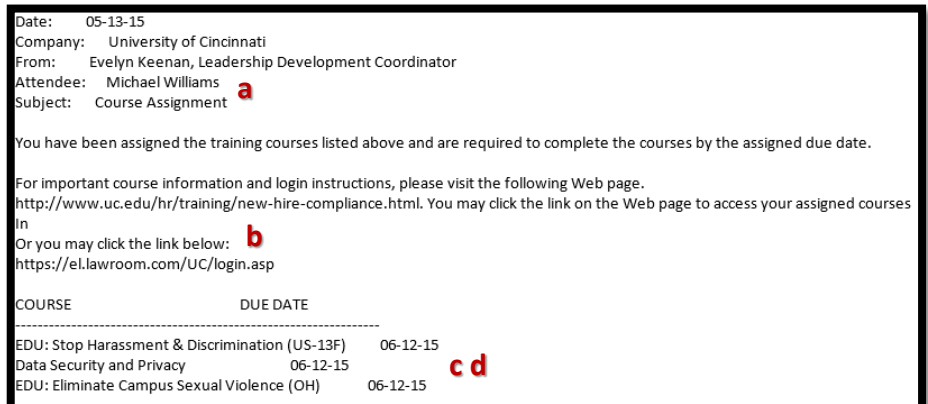
LawRoom Log In Information:

1. All new hires will receive an email from: *"University of Cincinnati <admin@lawroom.com>"* during their first week after their email account is set up and they have been processed in UCFlex as an active employee.
   a. The subject will be: *Required HR Compliance Training.*

Wed 5/13/2015 9:32 PM
University of Cincinnati <admin@lawroom.com>
Required HR Compliance Training
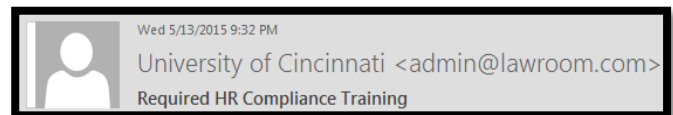
2. Inside of the Email you will find the following:
   a. *Your Name*
   b. *Links to log in (using your University name and password)*
   c. *Which courses you are assigned*
   d. *Due dates for the courses*

Date: 05-13-15
Company: University of Cincinnati
From: Evelyn Keenan, Leadership Development Coordinator
Attendee: Michael Williams
Subject: Course Assignment   **a**

You have been assigned the training courses listed above and are required to complete the courses by the assigned due date.

For important course information and login instructions, please visit the following Web page. http://www.uc.edu/hr/training/new-hire-compliance.html. You may click the link on the Web page to access your assigned courses In
Or you may click the link below: **b**
https://el.lawroom.com/UC/login.asp

COURSE   DUE DATE

EDU: Stop Harassment & Discrimination (US-13F)   06-12-15
Data Security and Privacy   06-12-15   **c d**
EDU: Eliminate Campus Sexual Violence (OH)   06-12-15

3. The log in link will take you to the *University log in screen* where you will use your University Username (6+2) and your University Password to access the LawRoom website with a list of the courses you are to take.
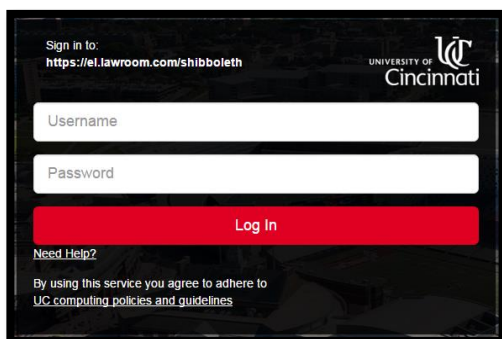
4. A list of your currently assigned courses will appear. You can begin each course by clicking the **[Start]** button located next to each course. You can stop and continue from any point.
   a. *[Start] will change to [Continue] if you are returning.*

Sign in to:
https://el.lawroom.com/shibboleth   UNIVERSITY OF Cincinnati

Username

Password

Log In

Need Help?
By using this service you agree to adhere to UC computing policies and guidelines

LawRoom®
Inspired Employer Solutions   Michael (willime) Williams | University of Cincinnati | Log-Out

Answers   Forms & Policies   FileRoom   BriefingRoom   Online Training   My Account

eLearning Courses for **Michael (willime) Williams**   < Back to Menu

The following courses are assigned to you. You may leave and return to a course at any time. When you return, it will open to the page where you left off. If you completed a course and want a Certificate of Completion, click on the "LR" button below. If you're a lawyer and want MCLE credits, click the "MCLE" button. If you're a certified PHR or SPHR and want Recertification credits, click the "HRCI" button.

Current Courses   Collapse ⌃

Course	Assigned	Due	%Done
❓ ▶ Continue 402: HIPAA Privacy & Security	01-21-16	01-22-16	1
❓ ▶ Continue 406: EDU: FERPA (AJ-A)	01-21-16	01-22-16	4
❓ ▶ Continue 418: Bridges: Building a Supportive Community	09-15-15	10-15-15	4

- *Technical Issues: LawRoom Help Desk: 800-652-9546 or* admin@lawroom.com
- *UC Training Assignments: Mike Williams, Learning and Leadership Development at* HRLearning@uc.edu
- *Matter of Harassment of Discrimination:* oeohelp@uc.edu
- *Data Security or Privacy Concerns:* infosec@uc.edu

Thank you for your support and compliance *Updated 02/02/16

UNIVERSITY OF Cincinnati