

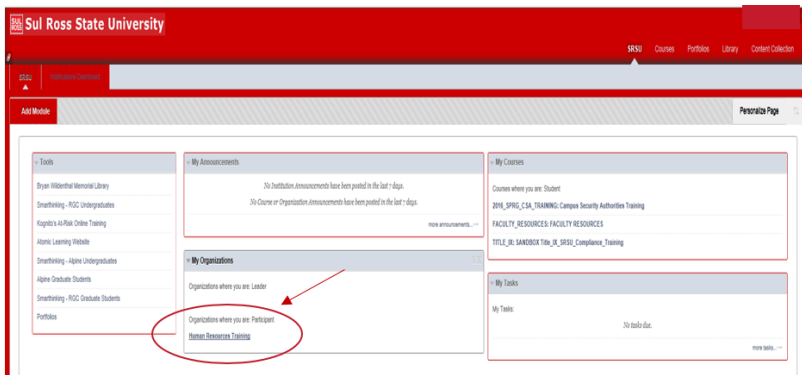
Mandatory Equal Employment Opportunity Training

Employment Discrimination Training for all state employees is required by law. The law requires each state agency to provide employees an employment discrimination training program that complies with the Texas Labor Code Chapter 21.

The training program must provide the employee with information regarding the agency's policies and procedures relating to employment discrimination, including employment discrimination involving sexual harassment.

Each employee of a state agency shall complete the required training program within 30 days after the original date of hire and complete supplemental training every two years.

To Access the training log into your SRSU Blackboard account and choose Human Resources Training under "My Organizations".



Follow the EEO Training Instructions.

The steps to complete this training are as follows:

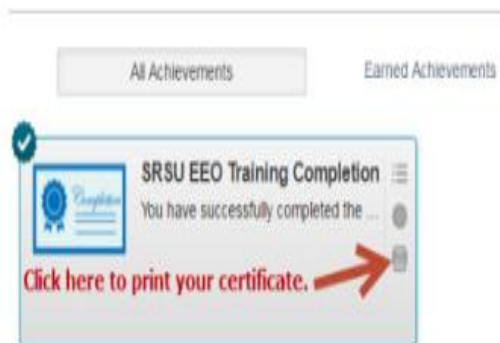
1. The Course Overview, Section 1 Introduction, and Section 1 Quiz are available from the start. Review the presentations then take Quiz 1.
2. After scoring 80% or higher on Quiz 1, the Section 2 presentation will be available for review. After viewing each presentation click the "Mark Reviewed" button to make the quiz for that section appear.



3. Take each quiz and score 80% or above to get to the next section (you may repeat each quiz as many times as you need).
4. Complete the Final Exam and score 70% or above (you may repeat the final as many times as you need to reach 70%).
5. Click the "Print Certificate" link on the course menu.



6. Use the print icon to print your certificate.



7. Send the certificate to Human Resources by mail, by e-mail, or by fax to 8244.