Required Training Instructions

All new employees are required to complete the following training below during their first week of employment.

- Arizona Public Service Orientation
- Harassment Prevention Training
- FERPA
- UA COVID-19 Return to Work Safety Training
- UA HIPPA Essentials Training
- All-Employee Security Awareness

The University is in the process of migrating employee learning to our new Learning Management System, EDGE Learning. The following trainings can be found on EDGE Learning at https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/app/dashboard. Please note below the trainings that will be automatically assigned and the trainings that you will need to enroll in.

- **Auto Enrolled**
  - You should be automatically enrolled in the following training sessions and will see them appear under the “plan” portion of your EDGE Learning page.
    - UA HIPPA Essentials Training
    - All-Employee Security Awareness

- **Need to Enroll**
  - To enroll in the following trainings use the search box located at the top of the screen on the EDGE Learning home page. Click “Enroll.”
    - FERPA (Family Education Rights and Privacy Act)
    - UA COVID-19 Return to Work Safety Training

The following trainings are located outside of the University’s Learning Management System EDGE Learning. To access these trainings please follow the hyperlinks below.

- **Arizona Public Service Orientation**
- **Harassment Prevention Training**

Please do not hesitate to reach out to Catherine Riley at catherineriley@arizona.edu with any questions.