

Annual Required Compliance Training

Office of Institutional Compliance

The Office of Institutional Compliance (OIC) is responsible for developing an institutional compliance program that will promote compliance with all applicable legal requirements, foster and help ensure ethical conduct, and provide education, training, and guidance to all employees and faculty. Our institutional compliance plan and program is designed to prevent accidental or intentional noncompliance with applicable laws and regulations; to detect such noncompliance if it occurs; to take corrective action when necessary, and to prevent future noncompliance. The OIC provides advice, education, monitoring and reviews in the following areas:

- Billing Compliance
- Privacy, including HIPAA and FERPA
- Fraud, Abuse and Privacy Hotline Allegations
- General Compliance
- Research Compliance

Please report fraud, abuse and privacy violations to the OIC or the Fraud, Abuse and Privacy Hotline.

- **OIC Main Phone: (409) 747-8700**
- **Fraud, Abuse and Privacy Hotline: (800) 898-7679**
 - **Available 24 hours a day, 365 days a year**
 - **All calls are confidential**
 - **All allegations are reported to the OIC**

For more information about the OIC and UTMB policies and procedures, go to:

<http://www.utmb.edu/compliance/>

Online Training

All UTMB students, faculty and staff are required to complete training courses **within 30 days** of enrollment/employment and annually thereafter. As part of this process, you will be required to complete a brief employee profile upon initial log in. Completion of this survey will auto-populate courses required for specific functions. All other courses are pre-populated based on job code/department combinations.

Instructions

Follow these steps:

Visit <https://learn.utmb.edu>.

Turn off your pop up blocker and clear your cache

- If you are using an **OFF CAMPUS computer** or a mobile device go to the iUTMB Home page and click the link on the top left tool bar titled: [Annual Online Training](#) and follow steps below.
- If you are using an **ON CAMPUS** computer, Log in to: <https://learn.utmb.edu> using your UTMB username and password.

Complete your **PROFILE** questions and click submit. **Answer NO to all questions.** If you respond yes, you will be assigned courses that are not necessary for your role. Refresh your screen.

Select **MY REQUIRED TRAINING** under the **MY TRAINING** drop down menu.

Open the **LEARNING PLANS** and launch the individual courses within the learning plan by clicking the launch buttons. Each course will have associated content and assessments. Once all courses within the learning plan are complete, the entire learning plan will convert to complete.

You must pass the assessments at the end of your course content with a score of 80% or higher. When you finish the assessment, click **Finish**.

If you fail the assessment, please click the **RETRY button** until you pass. The course will then take you to the launch screen again. **Do not launch again.** Click the **X** in the top right corner. It will take you back to the list of courses but will not designate that particular course is complete until you either refresh or follow the next step. At the Learning Plan title, click the **Back button**. This will take you back to the list of courses within your learning plan. Your completion of the course will show here. Click the **title of the next course** in your Learning Plan.

When you have completed all of the courses within the Learning Plan, refresh your screen again, navigate to **My Training** and select **My Transcripts**.

The **My Transcripts Widget** will display all of your completed training. There is a **Filter button** which will allow you to apply filters to your transcript.

You may export to PDF or Excel by selecting the **Export button**.

Items that have a certificate will show an icon. Click on the **Certificate button** to view and print.

For additional information and job aids go to the **MY RESOURCES** drop down for tutorials and helpful guides.

Need Assistance?

Technical support, contact the Help Desk at 409-772-5200

Non-technical support, contact Human Resources Talent and Organizational Development at 409-747-6700 or by email at hrtalent@utmb.edu