This Quick Reference Guide outlines the process for completing the required **Protect Purdue Training for Faculty and Staff.** The required training for employees is housed within the SuccessFactors - Learning.

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| Access the **Employee Launchpad (SuccessFactors)** via <https://one.purdue.edu>  | cid:image011.jpg@01D63E5D.6DF965B0 |
| 1. Select **Take Courses** under **To-Do**
2. Click **Complete online course Protect Purdue Pledge**
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| Review the welcome information within the **Overview** tab:1. Training resources are printable documents, including a copy of the presentation, resources, testing and tracing process policy and the Protect Purdue Pledge (Safe Campus Pledge Card)
2. Review the training steps:
* Click **Course List** and watch presentation
* Click **Return to Content Structure** to move to **Purdue Training Quiz**
* Once quiz is completed, click **Return to Content Structure** to move to **Testing and Tracing Process**.
* Complete pledge and policy acknowledgement and provide contact tracing information
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| Click **Course List** Click **Start Course** |  |
| The **Protect Purdue Pledge presentation** will open in a new window, momentarily. Click **Play** * Closed Caption (CC) can be turned on/off. The presentation can be paused when additional review of slide is needed.
* Use the slide bar to move back and forwards.
* The presentation must be viewed completely in order to move onto assessment.
* A printable version of the presentation is available.
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| * Close **window** when presentation is finished to return to the learning page.
* Click **Return to Content Structure** to move to Assessment
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| * Today’s date will acknowledge completion of presentation
* Click **Protect Purdue Pledge Training – Quiz** to launch assessment.
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| * The **Quiz** opens in a new window.
* Click **Start** to answer the questions.
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| * Answer the four questions.
* A progress bar sits above; the **Previous** and **Next** buttons allow movement within quiz.
* A score of 100% is required.
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| * Click **Submit Quiz**
* Click **Yes** to **Confirm Quiz Submission**
* Click **Exit**
 |  |
| Click **Return to Content Structure** |  |
| Click **Copy of Protect Purdue Pledge** to review pledge |  |
| 1. Pledge opens in new window
2. Close window after review
3. Click **Return to Content Structure**
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| Click **Notice of Privacy for Protect Purdue Testing and Training Process** to review the Protect Purdue program process and policy |  |
| Close window after review aClick **Return to Content Structure** | C:\Users\davis208\AppData\Local\Temp\1\SNAGHTML2641acc9.PNG |
| Click final **Acknowledgement**  |  |
| * Click **Start**
* Complete the three questions
	+ The primary phone number will be provided to the Protect Purdue Program.
* Click **Submit Quiz**
* Click **Confirm Quiz Submission**
* Click **Exit**
* Click **Return to Content Structure**
 |  |
| The training shows as completed! |  |