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** |  |
| 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 |  |
| 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. |  |
| * Close **window** when presentation is finished to return to the learning page. * Click **Return to Content Structure** to move to Assessment |  |
| * Today’s date will acknowledge completion of presentation * Click **Protect Purdue Pledge Training – Quiz** to launch assessment. |  |
| * The **Quiz** opens in a new window. * Click **Start** to answer the questions. |  |
| * Answer the four questions. * A progress bar sits above; the **Previous** and **Next** buttons allow movement within quiz. * A score of 100% is required. | C:\Users\davis208\AppData\Local\Temp\1\SNAGHTML2620ad66.PNG |
| * 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** |  |
| Click **Notice of Privacy for Protect Purdue Testing and Training Process** to review the Protect Purdue program process and policy |  |
| Close window after review a  Click **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! |  |