

## New Employee Required Sexual Misconduct & Title IX Awareness Training

New Tech Employee,

Federal law requires all new employees working at institutions of higher education to receive Title IX awareness training, as well as information about resources and individuals' rights. Training also covers how to report violations of New Mexico Tech's Sexual Misconduct Policy, Title IX offenses (sexual harassment, sexual assault, relationship violence and stalking) or other gender-based discrimination. New employees should receive this training within the first 30 days of their hire date.

Please work with your supervisor to find a convenient time for you to attend a training session or complete the online training module option. If after 30-days you have not completed this required training your name will be forwarded to your supervisor. The names of employees who have not received their training after 60-days will have their names forwarded to their supervisors and then to their unit Vice Presidents if not completed in 90-days.

On the last Wednesday of each month Tech's Title IX office conducts on-site, face to face awareness training. These training sessions are usually held in the Brown Hall 210 Conference Rm. from 2:00-3:15 p.m. Please send an email to [titleixcoordinator@nmt.edu](mailto:titleixcoordinator@nmt.edu) or call Peter Phaiyah (575-835-5953 or x-5953), Tech's Title IX Coordinator if you plan to attend the next training session. This RSVP email or call helps us to plan or find a different room if needed.

If you are unable to attend the next face-to-face trainings, you will be required to complete this required training through our online module. If you take the online training option you will be required to complete the video and quiz. There is no quiz component with the on-site training.

The link and information on the online new employee training can be found below:

Type <https://www.brainshark.com/trainedsolutions/NMTEmployee> into a Web browser or use this QR code to the right:



- We recommend completing this online training on a school computer or personal computer with a **strong internet connection**. We do not recommend viewing the training on a mobile device or using a cellular data plan to view the training. Because the video and audio are quite large, a strong internet connection is crucial to viewing and hearing the entire training.
- To view the training, please ensure that your browser has the **latest Flash enabled**, the pop-up blocker is turned off, and that cookies are enabled.
- In order to receive your certificate of completion, please be aware that there **are audio and video requirements in addition to the final quiz**. To check your progress, you can view the Completion Indicator at the top of your training view page. The red dot will turn green when all completion criteria are satisfied. There may, in some cases, be a delay between completing the quiz and a notification of completion. **You must review at least 80% of the video and receive a 70% or greater on the quiz to successfully complete the training.** You can go back into the video and retake the quiz as often as needed so you can meet the training requirements. Please contact the Office of Disability Services if you need any accommodations.
- A completion certificate will be sent to your inbox **but be aware it may be caught in Spam**.

Tech's Title IX Office will receive reports each week on online module activity and completion. Records will be maintained in the Title IX office. Please email or call my office if you have any difficulties or questions:

All of these instructions and other resources are also contained within the module for our employees' convenience.

It's on all of us to prevent and resolve these prohibited behaviors and eliminate any hostile environments!

Thank you,