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Classes are offered in the North Paseo Building and other locations at the Main Campus, Downtown Campus, and at the Institute of Texan Cultures (ITC). See Key to Classroom Locations on the back page and on our website: www.training.utsa.edu
Call Training & Development, Ext. 4658 if you have questions.

TRAINING NEWS

HR Training & Development
Friendly Reminders

* Remember to always sign in to classes to ensure you receive credit.
* Sign-in is now electronic. You should sign in on an electronic device using your abc123 or a swipe (if available).
* Evaluations are now electronic and completed by cell phone or any electronic device.
* Class locations TBD (To Be Determined) or DT TBD (Downtown To Be Determined) are temporary. Rooms have been requested and are in the process of being confirmed. Check our website regularly for correctly posted room numbers.
* Training & Development is re-designing our website soon! Our UTSA SME’s will have better access to class metrics and our training catalog will have a fresh new look.
### BUSINESS RELATED HOSPITALITY AND ENTERTAINMENT (AM 553)
- Tues., February 18 9:00 - 11:00  NPB 1.412
- Wed., March 18 2:00 - 4:00  DT TBD - Downtown

### BUSINESS SERVICE CONTRACTS: PROCESSES & PROCEDURES (AM 541)
- Tues., March 24 10:00 - 12:00  TBD

### CASH HANDLING 101 (AM 560)
- Wed., January 15 10:00 - 11:15  NPB 1.412
- Tues., April 14 10:00 - 11:15  DT TBD - Downtown

### CORPORATE TRAVEL PLANNERS: CONCUR ONLINE RESERVATION TOOL AND TRAVEL ARRANGERS/GUEST TRAVEL (AM 686)
- Mon., January 27 2:00 - 4:30  Webinar
  - "WEBINAR LOGON LINK SENT OUT 24 HOURS IN ADVANCE"

### FINANCIAL MANAGEMENT & REPORTING TOOLS FOR SPONSORED PROJECTS (AM 579)
- Thurs., February 13 10:00 - 12:00  GSR 2.126

### INVENTORY INITIAL TRAINING (AM 675)
- Mon., January 13 9:30 - 12:00  NPB 1.412
- Mon., January 27 9:30 - 12:00  NPB 1.412
- Mon., February 10 9:30 - 12:00  NPB 1.412
- Mon., February 24 9:30 - 12:00  NPB 1.412
- Mon., March 9 9:30 - 12:00  NPB 1.412
- Mon., March 23 9:30 - 12:00  NPB 1.412
- Mon., April 6 9:30 - 12:00  NPB 1.412
- Mon., April 20 9:30 - 12:00  NPB 1.412
- Mon., May 4 9:30 - 12:00  NPB 1.412
- Mon., May 18 9:30 - 12:00  NPB 1.412

### INVENTORY REFRESHER TRAINING (AM 676)
- Tues., January 21 1:30 - 2:30  NPB 1.412
- Mon., February 10 1:30 - 2:30  NPB 1.412
- Mon., February 17 1:30 - 2:30  NPB 1.412
- Mon., March 2 1:30 - 2:30  NPB 1.412
- Mon., March 16 1:30 - 2:30  NPB 1.412
- Mon., March 30 1:30 - 2:30  NPB 1.412
- Mon., April 13 1:30 - 2:30  NPB 1.412
- Mon., April 27 1:30 - 2:30  NPB 1.412
- Mon., May 11 9:30 - 10:30  NPB 1.412

### INVENTORY REFRESHER TRAINING (AM 676)
- Tues., January 21 1:30 - 2:30  NPB 1.412
- Mon., February 10 1:30 - 2:30  NPB 1.412
- Mon., February 17 1:30 - 2:30  NPB 1.412
- Mon., March 2 1:30 - 2:30  NPB 1.412
- Mon., March 16 1:30 - 2:30  NPB 1.412
- Mon., March 30 1:30 - 2:30  NPB 1.412
- Mon., April 13 1:30 - 2:30  NPB 1.412
- Mon., April 27 1:30 - 2:30  NPB 1.412
- Mon., May 11 9:30 - 10:30  NPB 1.412

### OFFICE OF RESEARCH ADMINISTRATIVE CONTACTS TRAINING (AM 549)
- Tues., January 14 10:00 - 11:30  GSR 2.106
- Tues., February 4 10:00 - 11:30  GSR 2.106
- Tues., March 3 10:00 - 11:30  DB 3.202

### PROCARD COMPLIANCE & PROCESSING USING UTSHARE/PEOPLESOFT (AM 562)
- Wed., January 22 9:00 - 12:00  NPB 1.412
- Mon., February 17 9:00 - 12:00  DB 1.402 - Downtown
- Thurs., February 27 9:00 - 12:00  NPB 1.412
- Tues., March 31 9:00 - 12:00  NPB 1.412
- Wed., April 29 9:00 - 12:00  NPB 1.412
- Thurs., April 30 9:00 - 12:00  DB 1.402 - Downtown
- Thurs., May 28 9:00 - 12:00  NPB 1.412

### PURCHASING RULES & REGULATIONS (AM 580)
- Fri., January 24 2:00 - 4:00  NPB 1.412
- Fri., February 21 2:00 - 4:00  NPB 1.412
- Fri., March 20 2:00 - 4:00  NPB 1.412
- Fri., April 17 2:00 - 4:00  NPB 1.412

### RESEARCH PROPOSALS AND BUDGET DEVELOPMENT (AM 589)
- Tues., January 28 10:00 - 11:30  GSR 2.106
- Tues., February 25 10:00 - 11:30  GSR 2.106
- Tues., March 24 10:00 - 11:30  DB 3.202 - Downtown

### TRAVEL CARD PROCESS (AM 573)
- Thurs., January 16 1:30 - 3:30  NPB 1.412
- Mon., February 17 1:30 - 3:30  DB 1.402 - Downtown
- Thurs., February 20 1:30 - 3:30  NPB 1.412
- Thurs., March 19 1:30 - 3:30  NPB 1.412
- Thurs., April 16 1:30 - 3:30  NPB 1.412
- Thurs., April 30 1:30 - 3:30  DB 1.402 - Downtown
- Thurs., May 21 1:30 - 3:30  NPB 1.412

### BLACKBOARD ESSENTIALS (CT 859.01)
- Tues., January 14 11:00 - 12:00  TBD
- Thurs., January 23 11:00 - 12:00  TBD

### DEEP LEARNING WITH TENSORFLOW ON A HPC CLUSTER (CT 948)
- Fri., March 20 10:00 - 12:00  AET 0.202
INTRODUCTION TO CUDA PROGRAMMING (CT 958)
Fri., February 7 10:00 - 12:00 AET 0.202

INTRODUCTION TO JUPYTER NOTEBOOK (CT 752)
Fri., January 17 10:00 - 12:00 AET 0.202
Fri., April 10 10:00 - 12:00 AET 0.202

INTRODUCTION TO MATLAB PARALLELIZATION (CT 956)
Fri., February 21 10:00 - 12:00 AET 0.202

INTRODUCTION TO PYTHON PARALLELIZATION ON THE UTSA HPC CLUSTER (CT 219)
Fri., March 6 10:00 - 12:00 AET 0.202

INTRODUCTION TO PYTHON PROGRAMMING (CT 838)
Fri., February 28 10:00 - 12:00 AET 0.202
Fri., March 27 10:00 - 12:00 AET 0.202

INTRODUCTION TO PARALLEL COMPUTING IN R (CT 947)
Fri., April 24 10:00 - 12:00 AET 0.202

PARALLEL PROGRAMMING IN C ON HIGH PERFORMANCE COMPUTING SYSTEM (CT 998.01)
Fri., January 24 10:00 - 12:00 AET 0.202

ROWDY EXCHANGE INTERMEDIATE REQUESTER TRAINING (CT 893)
Thurs., February 20 9:00 - 11:00 NPB 1.412
Thurs., April 16 9:00 - 11:00 NPB 1.412

ROWDY EXCHANGE PROCUREMENT REQUESTER TRAINING (CT990)
Tues., January 28 9:00 - 12:00 NPB 1.412
Wed., February 26 9:00 - 12:00 NPB 1.412
Wed., March 25 9:00 - 12:00 NPB 1.412
Wed., April 22 9:00 - 12:00 NPB 1.412
Wed., May 20 9:00 - 12:00 NPB 1.412

WEB INTELLIGENCE LEVEL I (CT 950)
Ad-Hoc sessions available. Please email ceadmin@utsa.edu to request an AD HOC classroom session and Business Objects (BOXI) account

CLERY OVERVIEW (EP 501)
Tues., February 11 2:00 - 3:30 NPB 1.408
Mon., March 2 9:00 - 10:30 TBD
Fri., March 27 9:00 - 10:30 TBD
Thurs., April 16 2:00 - 3:30 TBD

EVACUATION, SHELTER-IN-PLACE, AND EVAC-CHAIR TRAINING (EP 498)
Thurs., January 30 9:00 - 10:00 DT TBD - Downtown
Thurs., March 19 9:00 - 10:00 TBD

FLOOR CAPTAIN SAFETY LIAISON TRAINING (EP 485)
Thurs., January 23 9:00 - 12:00 DT TBD - Downtown
Thurs., February 20 9:00 - 12:00 TBD

BASIC SKYWARN STORMSPOTTER (EP 491)
Tues., March 3 9:00 - 10:00 TBD

DESIGNING AN EFFECTIVE COURSE (FS 146)
Thurs., January 16 2:00 - 4:00 AET 0.202

FEDERAL GRANTSEEKING: DEPT. OF DEFENSE (DOD) (FS 167)
Fri., February 21 9:30 - 11:00 JPL 4.04.22

FEDERAL GRANTSEEKING: MISSION AGENCIES (FS 169)
Thurs., March 26 3:00 - 5:00 DB 2.316 - Downtown
Fri., March 27 9:30 - 11:30 JPL 4.04.12C

INSIGHTS INTO PRIVATE AND CORPORATE FOUNDATIONS (FS 170)
Thurs., April 2 9:00 - 11:00 JPL 4.04.22
Fri., April 3 2:00 - 4:00 JPL 4.04.22

INTRODUCTION TO RESEARCH ADMINISTRATION (FS 128)
Thurs., January 16 10:00 - 11:30 GSR 2.106
Thurs., March 12 10:00 - 11:30 DB 3.202 - Downtown

NEW FACULTY ACADEMY TEACHING WORKSHOP: ACTIVE LEARNING TECHNIQUES (FS 228)
Wed., January 29 9:00 - 11:00 AET 0.202
Wed., January 29 1:30 - 3:30 DB 2.316 - Downtown
NEW FACULTY ACADEMY TEACHING WORKSHOP: ASSESSING LEARNING (FS 229)
Wed., March 25  9:00 - 11:00  AET 0.202
Wed., March 25  1:30 - 3:30  DB 2.316 - Downtown

NEW FACULTY ACADEMY TEACHING WORKSHOP: PROMOTING HIGHER ORDER THINKING (FS 231)
Wed., February 26  9:00 - 11:00  AET 0.202
Wed., February 26  1:30 - 3:30  DB 2.316 - Downtown

NSF CAREER PANEL (FS 165)
Fri., February 7  1:30 - 3:00  JPL 4.04.22

PROJECT MANAGEMENT IN THE ACADEMIC WORLD (FS 166)
Thurs., February 13  3:30 - 5:00  DB 2.316 - Downtown
Fri., February 14  9:30 - 11:00  JPL 4.04.22

PROMOTING HIGHER ORDER THINKING (FS 309)
Thurs., February 20  2:00 - 3:00  AET 0.202

RESPONSIBLE CONDUCT OF RESEARCH (RCR) SESSION I (FS 223)
Thurs., January 16  12:00 - 5:00  BSE 2.102

RESPONSIBLE CONDUCT OF RESEARCH (RCR) SESSION II (FS 224)
Fri., January 17  8:30 - 11:00  BSE 2.102

WORKING WITH INDUSTRY @ UTSA (FS 168)
Fri., March 20  1:30 - 3:00  JPL 4.04.22

BUILDING POSITIVE RELATIONSHIPS AT WORK (PD 540)
Tues., March 31  1:30 - 3:00  NPB 1.408

CREATING A STRATEGY FOR CAREER PROGRESSION (PD 539)
Thurs., May 14  1:30 - 2:30  NPB 1.408

LEADING A RESILIENT TEAM (PD 538)
Thurs., February 27  1:30 - 3:00  NPB 1.408

MANAGING CHALLENGING PEOPLE (PD 541)
Tues., April 28  1:30 - 3:00  NPB 1.408

MAXIMIZING YOUR DAY: EFFECTIVE TIME MANAGEMENT (PD 542)
Thurs., May 14  2:45 - 3:45  NPB 1.408

SELF-CARE REMAINING RESILIENT (PD 044)
Wed., January 15  1:30 - 3:00  NPB 1.408
## UTSHARE/PEOPLESOFT & INTERIM PROCESSES

**MONTHLY FINANCIAL REPORT RECONCILIATION USING UTSHARE/PEOPLESOFT (FORMERLY STATEMENT OF ACCOUNTS) (PS 207.01)**

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**PROCESSING NON-PO VOUCHERS USING UTSHARE/PEOPLESOFT (PS 203.04)**

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**TRAVEL ADVANCE PROCESS (PS 309)**

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**TRAVEL REIMBURSEMENT PROCESS (PS 310)**

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**UTSHARE/PEOPLESOFT TIMEKEEPERS TIME AND ABSENCE REPORTING (PS 300.01)**

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## SAFETY

**STOP THE BLEED (SA 506)**

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**A TASTE OF FISH! EXPLORE THE SYNERGY WHEN PEOPLE ARE COMMITTED TO THEIR JOBS AND TEAM MEMBERS (SD 300)**

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**ADMINISTRATIVE SUPPORT TOOLBOX SERIES**

6-part series plus Orientation; 1 class offered each month; may be taken in any order.

Participants receive a certificate upon completion of all 6 courses at the Annual Administrative Support Toolbox Celebration April 23th, 2020

**HUMAN RESOURCES (SD 240)**

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**FINANCIAL PROCESSING (SD 239)**

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**KEY CAMPUS RESOURCES (SD 323)**

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**ACADEMIC & RESEARCH (SD 322)**

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**STUDENT LIFE CYCLE (SD 245)**

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**ANNUAL CELEBRATION**

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**ADVANCED ALLY TRAINING (SD 425)**

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**BECOMING AN ALLY (SD 310)**

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**CHANGE HAPPENS! TOOLS FOR EMPLOYEES TO RESPOND EFFECTIVELY TO CHANGE (SD 627)**

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DREAMER ALLY TRAINING (SD 436)
- Tues., January 28: 1:00 - 4:00 NPB 1.408
- Tues., February 18: 1:00 - 4:00 DT TBD - Downtown
- Tues., March 17: 1:00 - 4:00 NPB 1.408

EDUCATION ABROAD: RISK ASSESSMENT AND CRISIS MANAGEMENT FOR FACULTY AND PROGRAM LEADERS (SD 168)
- Wed., March 4: 1:00 - 4:30 NPB 1.408

NEW EMPLOYEE DEVELOPMENT (SD 211)
- Wed., January 15: 8:30 - 12:00 NPB 1.408
- Wed., February 5: 8:30 - 12:00 NPB 1.408
- Wed., February 19: 8:30 - 12:00 NPB 1.408
- Wed., March 4: 8:30 - 12:00 NPB 1.408
- Wed., April 15: 8:30 - 12:00 NPB 1.408
- Wed., May 6: 8:30 - 12:00 NPB 1.408

STUDENT TRAVEL (SD 320)
- Wed., March 4: 9:00 - 11:00 TBD
- Fri., March 13: 2:30 - 4:30 DT TBD - Downtown

STUDENT AFFAIRS STAFF-TRUE COLORS (SD 410)
- Tues., February 25: 1:00 - 4:00 NPB 1.408
- Wed., March 25: 2:00 - 5:00 NPB 1.408

SUBJECT MATTER EXPERT (SME) TRAININGS
Three train-the-trainer courses this semester for SME’s who teach training classes in their areas of expertise to other UTSA employees.

COURSE DEVELOPMENT FOR SUBJECT MATTER EXPERTS (SME’S) (SD 375)
*Choose one date to attend*
- Thurs., January 23: 8:30 - 11:30 NPB 1.408
- Fri., March 27: 8:30 - 11:30 NPB 1.408

SUBJECT MATTER EXPERT (SME) CLASSROOM MANAGEMENT SKILLS (SD 377)
- Wed., February 12: 8:30 - 11:00 NPB 1.408

BOB PIKE TRAIN-THE-TRAINER BOOT CAMP (SD 399)
- Tues., April 28: 8:30 - 12:00 NPB 1.408

SUPERVISORY SERIES LEVEL I
All Classes are held in NPB 1.408 from 8:30 to 12:00.
Enroll in SU 500, Training Staff will enroll you in SU 501-505
*Must attend all 6 sessions and complete project to receive certificate.*

- Tues., February 18: Leadership Skills for New Supervisors SU 500
- Tues., February 25: Core Roles and Responsibilities for Supervisors SU 501
- Tues., March 3: Time Management and Strategic Planning for Supervisors SU 502
- Tues., March 17: Delegation and Situational Leadership for Supervisors SU 503
- Tues., March 24: Teams for Supervisors SU 504
- Tues., March 31: Practical Application of Supervisory Skills SU 505
- Thurs., April 16: Spring Supervisory Series Celebration SU 2.01.28, Denman Rm.

SUPERVISORY TRAININGS LEVEL II
Take the next level of supervisory trainings! Five Thursdays Spring 2020. Take all five or pick the courses you are interested in. For supervisors and managers.

LEADING WITH EMOTIONAL INTELLIGENCE (EQ) (SU 510)
- Thurs., February 6: 8:30 - 12:00 NPB 1.408

SITUATIONAL LEADERSHIP-INTRODUCTION (SU 303)
- Thurs., March 5: 8:30 - 12:00 NPB 1.408

A.R.T. OF COMMUNICATION FOR MANAGERS AND SUPERVISORS-CONFLICT RESOLUTION (SU 589)
- Thurs., March 19: 8:30 - 12:00 NPB 1.408

PERFORMANCE EVALUATION AND TRAINING PLANS FOR YOUR EMPLOYEES (SU 271)
- Thurs., April 9: 8:30 - 11:00 NPB 1.408

TOOLS FOR MANAGING CORRECTIVE ACTION AND PROGRESSIVE DISCIPLINE (SU 283)
- Thurs., April 23: 8:30 - 11:30 NPB 1.408

WORK STUDY PROGRAM-SUPERVISOR FINANCIAL AID TRAINING (SU 508)
- Wed., January 22: 2:00 - 3:00 NPB 1.408
- Fri., March 6: 11:00 - 12:00 NPB 1.408
- Fri., May 8: 11:00 - 12:00 NPB 1.408
Persons needing a reasonable accommodation, please contact Training and Development at (210) 458-4658 one week prior to your scheduled training.

### Customized workshops tailored to your needs!

In addition to the regular classroom offerings, Training & Development also provides customized workshops for teams and department. New process? Rapid change? New organizational structure? New team members, new demands and expectations? As change and growth take place at UTSA, a training solution may be appropriate for your particular team. Ranging from staff retreats to online course design, Training & Development can help you uncover your team’s training needs. Please contact us on our website homepage [www.training.utsa.edu](http://www.training.utsa.edu) using the purple ‘Request Customized Workshop’ button. Or call us anytime at 210-458-4658. We are here to assist you in anyway we can!

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**ONLINE COURSES**

**Online Courses**

All online courses offered through UTSA MyTraining Online are displayed on pages 15-17 in the order of appearance.

**Access online training at:**

[https://mytraining.utsa.edu/online/](https://mytraining.utsa.edu/online/)

**Online Training information**

- Full time and part time faculty/staff and student workers can access UTSA My Training Online.
- Students and Volunteers will not be able to log in because the system does not house student records.
- Students can access Lab Safety Training using Blackboard Learn.
- Athletics employees complete Sexual Assault Part 2 using Blackboard.
- Challenges with an online course? Need troubleshooting? Submit a ticket here: [https://utsa.kayako.com/conversation/new/7](https://utsa.kayako.com/conversation/new/7)
- Ensure Adobe is allowed on your computer before attempting an online course.
- Online certificates must be printed at the time of course completion. Printing at a later time is not possible.
- eForms is now online! Check out PS0322

---

**CLASSEMSROOM KEY**

<table>
<thead>
<tr>
<th>Key to Classroom Locations (<a href="http://www.utsa.edu/visit">http://www.utsa.edu/visit</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET Applied Engineering &amp; Technology Bldg. (Main)</td>
</tr>
<tr>
<td>BB Business Bldg. (Main)</td>
</tr>
<tr>
<td>BOS Bosque Street Bldg. (Main)</td>
</tr>
<tr>
<td>BSA Business Service Annex (West Campus)</td>
</tr>
<tr>
<td>BSB Biosciences Bldg. (Main)</td>
</tr>
<tr>
<td>BSE Biotechnology Sciences &amp; Engineering Bldg. (Main)</td>
</tr>
<tr>
<td>BV Buena Vista Bldg. (Downtown)</td>
</tr>
<tr>
<td>DB Durango Bldg. (Downtown)</td>
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## Acknowledgements

### Compliance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>RG0101</td>
<td>Child Protection Training</td>
</tr>
<tr>
<td>RG0102</td>
<td>Title IX - &quot;Closed Course, Call Ext. 4658&quot;</td>
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<tr>
<td>SCT100</td>
<td>Standards of Conduct Training 2019-2020</td>
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### Other

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>RG0103</td>
<td>HIPAA HITECH Privacy for Covered Entities</td>
</tr>
<tr>
<td>WC12013</td>
<td>Workers’ Compensation Insurance Provider Network</td>
</tr>
<tr>
<td></td>
<td>Notification Acknowledgement 2013 - &quot;Closed Course, Call Ext. 4658&quot;</td>
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### Administrative

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AM0586</td>
<td>Endowment Compliance Refresher</td>
</tr>
<tr>
<td>AM0537</td>
<td>Procard Compliance Refresher</td>
</tr>
<tr>
<td>AM0587</td>
<td>Facilities ISERVICE Desk</td>
</tr>
<tr>
<td>AM0677</td>
<td>Stars Benefits Eligible Hiring Process</td>
</tr>
<tr>
<td>AM0678</td>
<td>Stars Non-Benefits Eligible Hiring Process</td>
</tr>
<tr>
<td>AM0679</td>
<td>Stars Non-Tenure Track Hiring Process</td>
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### Faculty/Staff Development

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>SD0428</td>
<td>RED Flag Rules</td>
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### Emergency Preparation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EP0502</td>
<td>Campus Security Authority Training (CSA)</td>
</tr>
<tr>
<td>EP0457</td>
<td>Emergency Preparedness</td>
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<tr>
<td>EP0499</td>
<td>Campus Carry: What You Need to Know</td>
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### Processes

<table>
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<tr>
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<tr>
<td>SU0257</td>
<td>Affirmative Action for Hiring Managers &amp; Supervisors</td>
</tr>
<tr>
<td>SU0372</td>
<td>UTSA Campus Recreation New Student Staff Orientation</td>
</tr>
<tr>
<td>SU0591</td>
<td>ADA Accommodations for Supervisors</td>
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### Computer Training

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<tr>
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<tbody>
<tr>
<td>CT0927</td>
<td>SIS-Security Account Request</td>
</tr>
<tr>
<td>CT0923</td>
<td>Banner General Navigation Training</td>
</tr>
<tr>
<td>CT0926</td>
<td>Banner Registration Query</td>
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### Laboratory Training

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>SA0483r</td>
<td>Researcher Biological Safety &amp; Bloodborne Pathogens Refresher</td>
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<tr>
<td>SA0401</td>
<td>Hazardous Waste Generator Training</td>
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<tr>
<td>SA0433</td>
<td>Radiation Safety</td>
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<tr>
<td>SA0443.01</td>
<td>Hazard Communications &amp; Laboratory Safety</td>
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<tr>
<td>SA0465</td>
<td>Laser Safety Training</td>
</tr>
<tr>
<td>SA0483</td>
<td>Researcher Biological Safety &amp; Bloodborne Pathogens</td>
</tr>
<tr>
<td>SA0488</td>
<td>Hazard Communication &amp; The Arts</td>
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<td>SA0494</td>
<td>X-Ray Safety</td>
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### General Safety

<table>
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<tr>
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<tbody>
<tr>
<td>SA0456r</td>
<td>Non-Researcher Bloodborne Pathogens Annual Refresher</td>
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<tr>
<td>SA0400</td>
<td>Universal Waste</td>
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<tr>
<td>SA0456</td>
<td>Non-Researcher Bloodborne Pathogens</td>
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<tr>
<td>SA0472</td>
<td>Office Ergonomics</td>
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<tr>
<td>SA0505</td>
<td>Defensive Driving Awareness</td>
</tr>
<tr>
<td>SA0542</td>
<td>Workers’ Compensation Insurance</td>
</tr>
</tbody>
</table>
Online Cloud-based learning

Multi-modal courses, videos, content, micro-learning modules

Skillsoft is an online learning platform with literally thousands of online learning modules covering a wide variety of topics. As a UTSA employee, you have access to all of the resources provided by Skillsoft. Topics range from best business practices, technology learning, safety issues, supervision and management, leadership, well-being, balance and more. The resources include videos, articles and books. It’s easy to logon using your ABC123. See instructions below.

Skillsoft Mission Statement

“We are your trusted partner and leading global provider of high-quality, innovative, cloud-based learning and performance support resources. Enabling organizations to achieve competitive advantages through superior enterprise-wide knowledge and skills.”

UT System has a Learning Zone where you can access SkillSoft.

Go to: https://utsystem.skillport.com

- The first time you logon, you may need to enter your institution – select UTSA from the drop down menu
- Enter your MyUTSA ID (abc123) and the same password you use when you logon to your UTSA computer
- Click the red ‘Login’ button
- You are now in The Learning Zone!
- You may search specific content you are looking for, or click on any one of your four content options. These four active links appear in the middle of the page:

For more information, contact UTSA HR Training & Development
(210) 458-4658
Coming Soon!

UTSA employees will soon have access to Linkedin Learning (formerly known as Lynda.com). This is an additional online learning platform with multiple topics of interest to all UTSA employees.

Check the Training & Development homepage for updates on this free resource: www.training.utsa.edu.

UTSA Training & Development

Our Mission:
* We are dedicated to the advancement of UTSA through innovative and effective learning programs and organizational development for faculty, staff and students.
* Our programming includes in-person and online trainings, specialized workshops, retreats, team building and facilitation.
* Our commitment is to serve as a foundation and catalyst for growth and continuous improvement of the UTSA community.

Our Services:
* HR Training & Development’s professional staff, together with over 130 Subject Matter Experts (SMEs) on campus, provide hundreds of in-person and online trainings every year.
* Training subjects include: Leadership, Supervisory, Customer Service, Health and Wellness, Computer, Communication, Interpersonal Skills, Business Processes, Compliance and more!
* We also design and deliver specialized workshops to departments and teams on campus.
* New process? Rapid change? Time for strategic planning or a staff retreat? Our team can assess your team’s needs and build a specialized training program for you.

Contact Information:
210-458-4658
www.training.utsa.edu
Email: training@utsa.edu
Physical location: North Paseo Building NPB 4.170
Monday through Friday 8:00-5:00

“The key to success is dedication to life-long learning.”
Stephen Covey