

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Enroll for online courses via PASS. Courses will be available the next day in TAP up until the date listed.

All online courses have the same date: the last day of the fiscal year.

FY27 Checklist for Online Training

NEW HIRE MANDATORY:

All new hire employees hired after 9/1/2026 will **automatically** be enrolled and receive an email regarding following courses. This will meet the requirement for FY27 Mandatory Training.

SN2701	FY27 New Hire Mandatory EEO Training
SN2702	FY27 New Hire Mandatory FERPA Training
SN2703	FY27 New Hire Mandatory Secure Our Systems Training
SN2704	FY27 New Hire Mandatory Ethics, Compliance, and Fraud
SN2705	FY27 New Hire UHS Data Agreement
SN2706	FY27 New Hire Mandatory HAZCOM
SN2707	FY27 New Hire Mandatory Safety Orientation
SN2708	FY27 New Hire Mandatory HR Compliance
SN2709	FY27 New Hire Mandatory Digital Accessibility Basics

MANDATORY:

All employees will **automatically** be enrolled and receive an email regarding following courses.

SAM 02.A.27: It is the responsibility of each System employee to complete annual mandatory training.

SM2701	FY27 Mandatory EEO Training
SM2702	FY27 Mandatory FERPA Training
SM2703	FY27 Mandatory Secure Our Systems Training
SM2704	FY27 Mandatory Ethics, Compliance, and Fraud
SM2705	FY27 Mandatory UHS Data Use Agreement
SM2706	FY27 Mandatory HAZCOM
SM2707	FY27 Mandatory HR Compliance
SM2709	FY27 Mandatory Digital Accessibility Basics

ROLE BASED MANDATORY TRAININGS:

☐	HH2705 Child Protection Training	- Employees working with any campus program with minors (must also complete a background check) - Any employee in Athletics, Student Affairs or the Charter School As of FY25, this is part of Mandatory Training for all UHCL Employees
☐	HH2705 FY27 Report of Abuse & Neglect for Professionals	"Professionals" on UHS campuses that have an opportunity to work with/supervise minors in any capacity.
☐	SH2701 TMRPA & HIPPA	Employees with access to any medical record
☐	SS2701 CSA Training	Campus Security Authorities for UH Campus

For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.

FINANCE ANNUAL MANDATORY ROLE BASED TRAININGS		
☐	SF2701 Petty Cash and Change Fund	- Petty cash custodians - Change fund custodians - Business administrators whose department has a petty cash fund
☐	SF2702 Procurement Card Cardholder (see Note C)	Employees who use P-Cards to make University purchases that are direct-billed to the department
☐	SF2703 Procurement Card Business Office (see Note C)	Employees who perform administrative tasks related to P-Cards, such as updating the bank's online system (GCMS) and preparing Expense Reports for signature
☐	SF2704 Travel Card Cardholder	Employees who use Individual Travel Cards to purchase airfare and/or make other University travel-related purchases that are direct-billed to the department
☐	SF2706 Red Flag Rules	Representative(s) from departments that have customer accounts for which they routinely (1) obtain or use consumer reports for a credit transaction, (2) furnish information to a consumer reporting agency for a credit transaction, or (3) advance funds to customers (i.e., provide loans). Everyone in the department is not required to take Red Flag Rules training. However, all department staff who have access to these accounts should receive in-house department training and updates on specific department procedures for preventing, detecting, and mitigating identity theft. See MAPP 01.03.04 for more information.
☐	SF2707 Credit Card Processing (see Note B)	- Employees who process credit card transactions (i.e., receive, handle, or send credit card information) for departments that accept credit card payments - Supervisors of the above employees - Business administrators whose department accepts credit card payment - Others who oversee credit card operations in a UH department
☐	SF2708 Credit Card Accounting (see Note B)	- Employees who create journals to record credit card receipts for departments that accept credit card payments - Supervisors of the above employees - Business administrators whose department accepts credit card payment - Others who oversee credit card operations in a UH department
☐	SF2709 Credit Card Data Security (see Note B)	- Employees who have access to sensitive credit card information, such as the full account number received by their department for credit card transactions - Supervisors of the above employees - Business administrators whose department accepts credit card payment - Others who oversee credit card operations in a UH department
☐	SF2710 Cash Security Procedures (See Note A)	- Employees that handle cash (currency or checks) - Petty cash custodians - Change fund custodians
☐	SF2711 Cash Deposit and Security Procedures (See Note A)	- Employees that handle cash (currency or checks) and process deposits in the Finance System - Business administrators whose department handles cash
☐	SF2712 Conflict of Interest and Procurement	- All Full time Faculty - All Exempt Staff - Non-exempt Staff with procurement responsibilities
☐	HF2707 Asset Management: Property Custodians	Designated Property Managers

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☐	HF2708 Asset Management: Business Managers	- Department Business Personnel - Required biennially (even numbered years)
FINANCE		
REQUIRED TRAININGS FOR SYSTEM ACCESS		
☐	HF2701 Voucher Creation	Employees who will be working with and/or processing vouchers
☐	HF2702 Service Center Payment	Employees working at a service center
☐	HF2703 Purchase Req Training	Employees who will be working with and/or processing purchasing requisitions
☐	HF2705 Budget Entry Creation	Employees who will be responsible for budget entry
HUMAN RESOURCES		
REQUIRED TRAININGS FOR SYSTEM ACCESS		
☐	HH2701 HR View	Employees needing access to PeopleSoft must complete the form and this course
☐	HH2702 HR Query Viewer	Required to run and view queries for HR PeopleSoft
☐	HH2703 HR Query Manager	Required to create queries for HR PeopleSoft
☐	SH2502 TRAM Training	Time Approvers TRAM Training
☐	SH2504 Taleo Training	Employees who will be creating postings and offers in Taleo. Training is required before access is granted
☐	HH2708 Alternative Work Policy – Mgrs.	- Employees with direct reports - Required prior to requesting Alternative Work Arrangement
☐	HH2709 Alternative Work Policy – Staff	- Employees requesting Alternative Work Arrangement - Required prior to requesting Alternative Work Arrangement
OTHER		
☐	HO2702 CMS Medicare Waste & Abuse	Optometry
☐	HO2703 CMS Medicare C D Compliance	Optometry
☐	HO2704 Golf Cart Training	Anyone who operates a UH vehicle or cart
☐	HO2705 Safety Awareness Training	This course reviews safety awareness
☐	HO2706 Bloodborne Pathogens	This is a recertification course for those who have taken the classroom Bloodborne Pathogen training.
☐	HU2701 Advance Database	University Advancement database training
☐	HU2702 Gift Acceptance	University Advancement Gift Acceptance training
☐	HU2706 Anonymous Gift Commitment Protocol	University Advancement Anonymous Gift Acceptance Protocol
☐	HO2707 SAXSIB: Managing Service Indicators	Formerly SAXSIB

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☐	HO2708 SAXGRT: Graduation Tracking	Formerly SAXGRT
☐	FH2701: Phishing Awareness	Facilities Personnel
☐	FH2702: Essential Personnel	Facilities Personnel
RESEARCH		
☐	HR2701 RACP Module 1	Research
☐	HR2702 RACP Module 2	Research
☐	HR2703 RACP Module 3	Research
☐	HR2704 RACP Module 4	Research
☐	HR2705 RACP Module 5	Research
☐	HR2706 RACP Module 6	Research
☐	HR2707 RACP Module 7	Research
☐	HR2708 RACP Module 8	Research
☐	HR2709 RACP Module 9	Research
UHD		
☐	DF2701 UHD Cash Handling	
☐	DF2702 UHD Cardholder Recertification	
☐	DF2703 UHD Processor Recertification	
☐	DF2704 UHD Property Management	
☐	DS2701 UHD CSA Training	
UHV		
☐	VF2701 UHV Cash Handling	
☐	VF2702 UHV Pro Card	
☐	VF2703 UHV Purchasing	
☐	VF2704 UHV Property Management	
☐	VH2701 UHV Policy Review	
☐	VS2701 UHV CSA Training	
☐	VH2705 UHV Child Protection Training	

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UHCL		
☐	CF2702 UHCL PCard	- Employees who use university PCard to make purchases that are direct-billed to the department. - Employees who perform administrative tasks related to P-Cards, such as updating the bank online system and preparing expense reports for signature.
☐	CF2703 UHCL Property Management	- Property (Asset) Manager/Coordinator, and Departmental Property Custodians who are custodian of all property in the possession of the institution and/or department/college. - Employees who assist, manage, and coordinate in conducting the annual physical inventory.
☐	CF2704 UHCL TCard	This training is for UHCL employees who use Individual Travel Cards to purchase airfare and/or make other University travel-related purchases that are direct-billed to the department.
	CF2705 UHCL Concur Travel	- This training is specific for employees that use Concur Travel to create a travel request, an expense report, or invoicing for university sponsored travel. - Does not take the place of CF2_04: UHCL TCard.
☐	CF2710 UHCL Change Fund Cash Security (Cash Handling)	- This training is for Cash Handlers - cash/cash equivalent is defined as currency (dollar bills and coins), checks, and/or gift certificates. - Cash Handlers may be cashiers, people who open the mail, or others who handle cash/cash equivalents frequently or infrequently at work. - This training is also for employees with access to or approving the use of a Change Fund.
☐	CF2711 UHCL Change Fund Cash & Deposit (see Note A)	- For Cash Handlers - cash is defined as currency (dollar bills and coins), checks, and/or gift certificates. - Cash Handlers may be cashiers, people who open the mail, or others who handle cash frequently or infrequently at work. - Employees with access to or approving the use of a Change Fund and/or who prepare or approve cash deposit journals.
	CH2701 UHCL Search Committee	- Will be enrolled prior to serving on any UHCL Staff Search Committee - Not assigned during Mandatory Training
	CH2702 UHCL Fac Search Committee	- Will be enrolled prior to serving on any UHCL Faculty Search Committee - Not assigned during of Mandatory Training
☐	CH2705 Child Protection Training for New Hires	- Employees working with any campus program with minors (must also complete a background check). - Any employee in Athletics, Student Affairs or the Charter School - Mandatory for all UHCL Employees.
☐	CH2711 TRAM for Managers-Part I	- Basic 'reports-to' manager functions in PASS. - Required for all new individuals who will be responsible for managing employee timesheets. - Can be taken by existing Supervisors needing a refresher.
☐	CH2712 TRAM for Managers-Part II	- Advanced 'reports-to' manager functions in PASS. - Required for all new individuals who will be responsible for managing employee timesheets. - Can be taken by existing Supervisors needing a refresher.
☐	CH2713 UHCL FMLA Overview	- Recommended for new Supervisors/Managers. - Can be assigned as a refresher course.

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☐	MAI027 UHCL Artificial Intelligence	- Required for all UHCL employees. - Will be assigned as a part of Mandatory Training.
☐	NAI027 UHCL New Hire AI Training	- Required for all UHCL employees. - Will be assigned immediately upon hire.
☐	CS2701 UHCL CSA Training	Required for all UHCL employees.
☐	CN2701 UHCL CSA for New Hires	- Required for all new UHCL employees. - Part of annual Mandatory Training after the first year.
☐	CS2702 UHCL HAZCOM Awareness	- Required for all UHCL employees. - Will be assigned during Mandatory Training.
☐	CN2702 UHCL HAZCOM Awareness for New Hires	- Required for all new UHCL employees. - Part of annual Mandatory Training after the first year.
☐	CLAB27 (CLRCRA in Canvas) Lab Safety Advanced Training	Training content is in CANVAS, not in the Training Portal (TAP). Not assigned during Mandatory Training. If needed, contact Lisa Coen at ext. 2107 for enrollment - Required annually for UHCL employees that work with chemicals/hazardous materials beyond teaching a lab course.
☐	CLHW27 Regulated and Hazardous Waste Management	Training content is in CANVAS, not in the Training Portal (TAP). Not assigned during Mandatory Training. Contact Hank Grotewold at ext. 2104 for enrollment - Required annually for UHCL employees that work with chemicals/hazardous materials beyond teaching a lab course.
☐	CM2713 UHCL Contract Creation	- Covers the process for initiating contracts on behalf of UHCL - New Employees who may be part of contracts should take this training - Can be taken as a refresher for all employees involved with contracts

FINANCE

Note A: Employees who are also involved in creating or approving cash deposit journals only need to take the Cash Deposit and Security Procedures training, since it includes information reviewed in the Cash Security Procedures training.

Note B: Credit Card Accounting, Credit Card Processing, and Credit Card Data Security are intended for departments that accept credit cards as a form of payment for goods or services they provide (e.g., auxiliaries, Bursar's Office, etc.). They are not intended for departments that only have P-Cards and/or Travel Cards.

Note C: P-Card cardholders who are also involved in updating the bank's online system (GCMS) only need to take the Procurement Card Business Office training, since it includes information reviewed in Procurement Card Cardholder training.

ENROLLMENT

- Log onto **P.A.S.S.**
- Click **Training**
- Click **Request Training Enrollment**
- Select **Search by Course Number** or **Search by Course Name**
- Enter the **course number** or a **portion of the course name** in the appropriate field and click **Search**. The course (or list of courses) will appear.
- Click **View Available Sessions** of the course you are interested in
- Click the **session link** of the course
 - All online courses have the same date: the last day of the fiscal year. You will be able to access the courses the day after you register up until the date listed.
- The **Session Detail** page appears. Review the information.

For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.

- To be added to the class, click **Continue**.
- The **Submit Request** page appears. Review the Information. Click **Submit**
- Select **OK** when the **Save Confirmation** page appears.
- The **Confirmation** page appears. Review the information.
- You will be able to access the course the next day in **TAP**. (See accessing courses below)

ENROLLMENT TROUBLESHOOTING

- A notification may pop up that you are registered for a course on the same date.
 - This is just a notification that you are enrolled in another course on the same date.
 - Click ok on the message and continue with your registration.
 - **All online courses have the same date - the last day of the fiscal year**. Once you register via PASS, you will be able to access the course in TAP 24 hours after you register up until that date.
 - If a session does not appear:
 - You may already be enrolled. Online courses only allow employees to enroll once, since they are accessible until the end of the fiscal year. If there are not any sessions to select, you may be already registered. You are able to access the training via TAP (see below) 24 hours after you register in PASS.

ACCESSING COURSES

- UH Central Employees
 - access the site via [AccessUH](#) by clicking on TAP Employee Online Training
 - log into AccessUH using your Cougnet ID and password
 - Log in directly by visiting: <http://login.tap.uh.edu>
 - Log into TAP with your PeopleSoft ID and PeopleSoft Password
- UHCL Employees
 - Go to <https://tap.uhcl.edu>
 - Use your UHCL employee credentials to log in
- UHD Employees

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