

# Frequently Asked Questions about Preventing Employment Discrimination (PED) Training

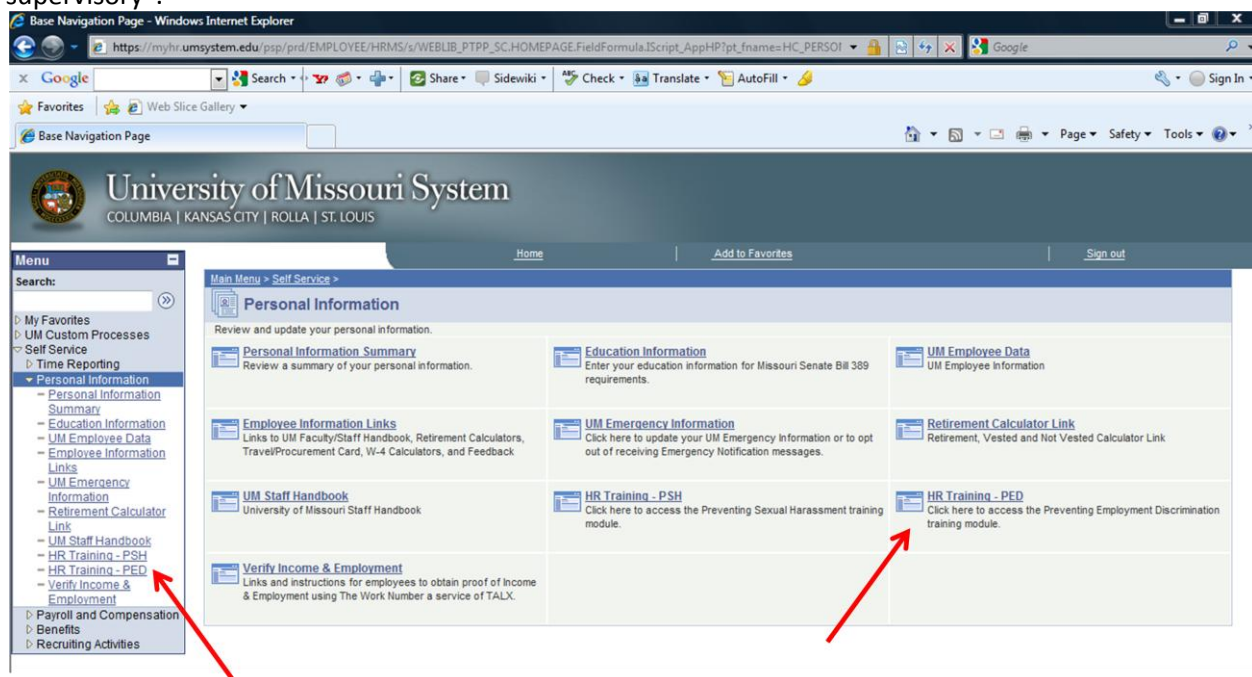
The University of Missouri System, including UMKC, is committed to maintaining a work and learning environment that is diverse and free from discrimination. In keeping with that commitment, all faculty and staff are asked to participate in a new interactive online training program, *Preventing Employment Discrimination* (PED).

## How do I access the training?

To access the training modules, log on to [myHR](#) and link to the following:

Self Service | Personal Information | HR Training – PED

At the bottom of Chancellor Morton’s letter, click on “continue” and you can select “supervisory” or “non-supervisory”.



## Who is required to complete the training?

With the exception of student employees, all University faculty and staff are to complete the PED Training.

## Will a list of employees who have not completed the training be provided to division heads and deans?

Yes. Division heads and deans will receive a list of employees who have not completed the program.

## How long does it take to complete the training?

While this depends on the individual, 60-90 minutes should be sufficient. Consult with your supervisor to schedule a time during your regular work schedule to complete the program.

## Should I take the supervisory or non-supervisory version?

If an individual has any supervisory responsibility over another individual, they should complete the supervisory version of the program. Otherwise, individuals should complete the non-supervisory version.

**Additional Information:**

- Some employees have had difficulty accessing the program. In most cases they have not turned off their pop-up blocker. If you continue to have difficulties, please consult the UMKC Help Desk.
- It is best to complete the program in one sitting. Sometimes when employees logoff, exit through escape or another method, they do not log back in and reestablish their connection properly. The program connects through UM System to the vendor's database. Logging on through myHR is the only way to establish the proper connection to insure that responses are recorded properly and the printing of the certificate.
- After passing the test at 80% or better, the certificate should be printed and kept for your records.

*If you have questions concerning the training, please contact the Affirmative Action Office (816.235.1323) or the Office of Human Resources (816.235.1621).*