



Accessing and Completing SPU's Required Trainings

All new faculty and staff of Seattle Pacific University are required to successfully complete training in the following areas:

- Family Educational Rights and Privacy Act (FERPA) – *30 minutes online*
- SPU COVID-19 Training – 20 minutes online
- Harassment Prevention for Managers – *45 minutes online*
- SPU Accident Prevention – *15 minutes online*
- SPU Chemical Hazard Communication – *15 minutes online*
- Title IX for Higher Education – *30 minutes online*
- Campus Security Obligations Under Federal Law – *30 minutes online*
- Cybersecurity and Online Habits – *45 minutes online*
- Bullying – The Manager’s Role – *10 minutes online*

The online trainings are available online through Percipio, which you can access from the main SPU online resources webpage by following the instructions below.

To Access Percipio:

- Head to the [SPU Online Services page](#) and then click on the “Faculty & Staff” tab.
- Scroll down to the *Employment* box and click on Percipio.
- You will need to sign in with your SPU username/password.
- Click on the “SPU Introduction to Percipio” option to be able to view your compliance assignments.
- You can click on “Launch Compliance Training” or “View Compliance” to get to your specific learning plan where the above trainings should be available to you.