



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 Employees – *30 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*

- Diversity 101 (live training not in Percipio, training held quarterly, should receive invite)

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.

