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.

FY26 Checklist for Online Training

NEW HIRE MANDATORY*:*	
All new hire employees hired after 9/1/2023 will **automatically** be enrolled and receive an email regarding following courses. This will meet the requirement for FY26 Mandatory Training.	
SN2601	FY26 New Hire Mandatory EEO Training
SN2602	FY26 New Hire Mandatory FERPA Training
SN2603	FY26 New Hire Mandatory Secure Our Systems Training
SN2604	FY26 New Hire Mandatory Ethics, Compliance, and Fraud
SN2605	FY26 New Hire UHS Data Agreement
SN2606	FY26 New Hire Mandatory HAZCOM
SN2607	FY26 New Hire Mandatory Safety Orientation
SN2608	FY26 New Hire Mandatory HR Compliance
SN2609	FY26 New Hire Mandatory Digital Accessibility Basics
MANDATORY*:*	
All employees will **automatically** be enrolled and receive an email regarding following courses. SAM 02.A.26: It is the responsibility of each System employee to complete annual mandatory training.	
SM2601	FY26 Mandatory EEO Training
SM2602	FY26 Mandatory FERPA Training
SM2603	FY26 Mandatory Secure Our Systems Training
SM2604	FY26 Mandatory Ethics, Compliance, and Fraud
SM2605	FY26 Mandatory UHS Data Use Agreement
SM2606	FY26 Mandatory HAZCOM
SM2607	FY26 Mandatory HR Compliance
SM2609	FY26 Mandatory Digital Accessibility Basics

ROLE BASED MANDATORY TRAININGS:		
☐	**HH2605** 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 FY26, this is part of Mandatory Training for all UHCL Employees
☐	**SH2601** TMRPA & HIPAA Training	• Employees with access to any medical record • This training combines both the Texas Medical Privacy Act and HIPAA.
☐	**SS2601** 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

☐	**SF2601** Petty Cash and Change Fund	• Petty cash custodians • Change fund custodians • Business administrators whose department has a petty cash fund
☐	**SF2602** Procurement Card Cardholder (see Note C)	• Employees who use P-Cards to make University purchases that are direct-billed to the department
☐	**SF2603** 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
☐	**SF2604** 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
☐	**SF2606** 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.
☐	**SF2607** 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
☐	**SF2608** 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
☐	**SF2609** 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
☐	**SF2610** Cash Security Procedures (See Note A)	• Employees that handle cash (currency or checks) • Petty cash custodians • Change fund custodians
☐	**SF2611** 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
☐	**SF2612** Conflict of Interest and Procurement	• All Full time Faculty • All Exempt Staff • Non-exempt Staff with procurement responsibilities
☐	**HF2607** Asset Management: Property Custodians	• Designated Property Managers

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☐	**HF2608** Asset Management: Business Managers	• Department Business Personnel • Required biennially (even numbered years)
FINANCE		
REQUIRED TRAININGS FOR SYSTEM ACCESS		
☐	**HF2602** Service Center Payment	• Employees working at a service center
☐	**HF2605** Budget Entry Creation	• Employees who will be responsible for budget entry
HUMAN RESOURCES		
REQUIRED TRAININGS FOR SYSTEM ACCESS		
☐	**HH2601** HR View	• Employees needing access to PeopleSoft must complete the form and this course
☐	**HH2602** HR Query Viewer	• Required to run and view queries for HR PeopleSoft
☐	**HH2603** HR Query Manager	• Required to create queries for HR PeopleSoft
☐	**HH2610** Page Up Training	• Employees who will be creating postings and offers in Page Up. Training is required before access is granted
OTHER		
☐	**HO2602** CMS Medicare Waste & Abuse	• Optometry
☐	**HO2603** CMS Medicare C D Compliance	• Optometry
☐	**HO2604** Golf Cart Training	• Anyone who operates a UH vehicle or cart
☐	**HO2605** Safety Awareness Training	• This course reviews safety awareness
☐	**HO2606** Bloodborne Pathogens	• This is a recertification course for those who have taken the classroom Bloodborne Pathogen training.
☐	**HU2601** Engage UHS	• University Engage UHS training
☐	**HU2602** Gift Acceptance	• University Advancement Gift Acceptance training
☐	**HU2606** Anonymous Gift Commitment Protocol	• University Advancement Anonymous Gift Acceptance Protocol
☐	**HO2607** SAXSIB: Managing Service Indicators	• Formerly SAXSIB

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☐	**HO2608** SAXGRT: Graduation Tracking	• Formerly SAXGRT
☐	**FH2602:** Essential Personnel	• Facilities Personnel
RESEARCH		
☐	**HR2601** RACP Module 1	• Research
☐	**HR2602** RACP Module 2	• Research
☐	**HR2603** RACP Module 3	• Research
☐	**HR2604** RACP Module 4	• Research
☐	**HR2605** RACP Module 5	• Research
☐	**HR2606** RACP Module 6	• Research
☐	**HR2607** RACP Module 7	• Research
☐	**HR2608** RACP Module 8	• Research
☐	**HR2609** RACP Module 9	• Research
UHD		
☐	**DF2601** UHD Cash Handling	
☐	**DF2602** UHD Cardholder Recertification	
☐	**DF2603** UHD Processor Recertification	
☐	**DF2604** UHD Property Management	
☐	**DS2601** UHD CSA Training	

UHCL		
☐	**CF2602** 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.
☐	**CF2603** 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.
☐	**CF2604** 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.
	CF2605 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.

☐	**CF2610** 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.
☐	**CF2611** 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.
☐	**CH2605** 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.
☐	**CH2611** 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.
	CH2612 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.
☐	**CH2613** UHCL FMLA Overview	• Recommended for new Supervisors/Managers. • Can be assigned as a refresher course.
☐	**CS2601** UHCL CSA Training	• Required for all UHCL employees.
☐	**CN2601** UHCL CSA for New Hires	• Required for all new UHCL employees. • Part of annual Mandatory Training after the first year.
☐	**CS2602** UHCL HAZCOM Awareness	• Required for all UHCL employees.
☐	**CN2602** UHCL HAZCOM Awareness for New Hires	• Required for all new UHCL employees. • Part of annual Mandatory Training after the first year.
☐	**CLAB26** **(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.
☐	**CLHW26** 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.
☐	**CM2613** 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

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

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.
- 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.

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.*

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

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.