Dear Utah Tech (UT) Part-Time Employee and Official Volunteer,

The safety of our staff and students is of the utmost importance. That's why we're pleased to offer the VectorSolutions LMS (formerly known as SafeColleges) online training system for our part-time employees and official volunteers. You will receive an email directly from VectorSolutions each September when the University’s Required Annual Compliance Trainings are assigned. Below is an example of the email you will receive from VectorSolutions:

Employees may access their VectorSolutions account by going to the Human Resources website (https://humanresources.utahtech.edu) and selecting the VectorSolutions link in the header ribbon, as shown below:

Another option is copying this link: https://utahtech-ut.safecolleges.com/ into a web browser.

Once you click on the VectorSolutions LMS (SafeColleges) link, you will see the following webpage:
Enter your username, which is the Digital ID number (Dxxxxxxxx). The password is the same as the Digital ID password. Once you log into your account, you will be directed to 'Mandatory' trainings. To reset your Digital ID password, contact the UT IT Helpdesk at 435-879-4357 or go to https://changepassword.utahtech.edu/.

Required annual compliance trainings will have a due date for completion of December 15, and must be completed by this date in order to avoid a notice of non-compliance within your personnel file.

Click on the "Start" button to open a window to the training video and quiz associated (as shown below):

![Training Video and Quiz](drug-free-workplace-full-course.png)

Confirmation that you viewed the training and passed the quiz will then automatically be sent to Human Resources. We need your participation in these trainings to comply with important federal, state, and university laws, policies, and procedures. VectorSolutions trainings will usually include trainings associated with Title IX compliance, General Ethics in the Workplace, Minors on Campus, Discrimination and Diversity Awareness, etc.

The 'Resources' section to each training has the specific University Policies and Procedures and any associated federal and state regulations. The course's customized introduction and conclusion explains why the employee must complete specific training and the contact information in the particular subject matter expert on campus whom you can contact with questions.

To view all of Utah Tech University's policies and procedures, go online to https://utahtech.edu/policylibrary/.

For more information about the required annual compliance trainings and technical or support questions when navigating the VectorSolutions LMS platform, please contact either Missy Chavez or Travis Rosenberg in Human Resources. If you have questions about the trainings specifically for students of the University, as assigned through the Student portal of VectorSolutions, please contact Ali Threet in the Dean of Students Office at (435) 652-7514 or ali.threet@utahtech.edu.

We're confident you'll find these courses informative and helpful towards maintaining a safe learning and work environment for yourself, our students, and campus visitors.

Thank you for your cooperation,

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