MANDATORY COMPLIANCE, SELF SERVE BANNER & OTHER ROWAN TRAININGS

RowanSOM Mandatory Compliance Trainings:

For accessing RowanSOM Compliance Trainings (HIPAA, HIPAA Research, Statement of Principles, Stark and Anti-Kickback, Avoiding Medicare/Medicaid Fraud and Federal Lobbying), go to the link: https://hraccess-us.technomedia.com/rowanuniversity and log in (username is full email address @rowan.edu) use a PC or Laptop (no MACs), Chrome as your browser, allow pop-ups, and change password if first time accessing the system).

Executive Order 41, issued by Acting Governor Codey, requires ethics training for ALL employees of New Jersey State Authorities, of which RowanSOM is one. Rowan University has an **Ethical Obligations for Rowan Employees website** https://sites.rowan.edu/president/ethics.html which provides employees with a wealth of Ethics information.

Mandatory State of New Jersey Ethics Training:

1. Go to http://nj.gov/ethics/training/online/index.html
2. Click online Training Module applicable to your job title.
3. At the end of the module, complete form verify your training. After filling out the form, receipt of completion will be sent to your Rowan e-mail address. Print email receipt and keep for your records.
4. In each year subsequent after you have taken your Ethics Training, you **must review the ethics briefing** found at: http://nj.gov/ethics/training/briefing/index.html

For assistance with accessing mandatory Compliance Trainings & State of New Jersey Ethics training, contact:

- Kathy Alburger, Compliance Manager, (856) 566-6299, alburgka@rowan.edu
- Ray Braeunig, Chief Audit, Compliance and Privacy Officer/Ethics Liaison Officer, (856) 566-6136, braeunrc@rowan.edu

Rowan University Self-Serve Banner Trainings (see Professional Development):

Training videos must be viewed in Safari or Chrome and taken in one sitting.

1. **Go to: Rowan.edu, Click on: Employee (See quick links menu at top right), scroll down to: Self-Serve for Faculty/Staff, Welcome to Self-Service Banner**
2. Click on: **Access Banner Services** and **Log in** using User ID (**9 number**) and Pin number: *If you need help with the User ID and Pin, go to: https://id.rowan.edu/
3. Scroll down and click on: **Employee**
4. Scroll down and click on: **Professional Development (Learning Connections Inventory)**

   ➢ **New Jersey Policy Prohibiting Discrimination in the Workplace** *(applies to employees and student employees)* For assistance contact: Office of Employee Equity and Labor Relations, 856-256-5494, OEE@rowan.edu

   ➢ **Title IX Training** For assistance contact: Diversity, Equity and Inclusion, Margie Viggiano, 856-256-4294, viggianom@rowan.edu

   ➢ **Hazard Communication Standard Training**, NJ Public Employees Occupational Safety and Health Training For assistance, contact: Environmental Health & Safety Office via email: ehs@rowan.edu

Other Rowan University Trainings:

   ➢ Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Federal Clery Act). For Assistance, contact Public Safety, Clery Compliance Office (856) 256-4562 or cleryact@rowan.edu

   ➢ **Active Shooter Training,** For Assistance, contact Emergency Preparedness All Campuses: 856-256-4922, Main Campus Glassboro: 856-256-4922, Rowan SOM Stratford: 856-566-6033