

New Employee
Workplace Harassment and Title IX Training

The University of the Incarnate Word (UIW) is committed to providing a professional and collegial work and learning environment that is free from violence, unlawful discrimination and harassment. As part of this commitment, all faculty, staff and administrators must complete the two online training courses within 30 days of employment:

Training Courses to Complete

1. **Workplace Harassment Prevention – Fundamentals** (approximately 45 minutes)
2. **Mosaic: Prevent Sexual Violence Together** (approximately 45 minutes)

Steps to Access the Training

1. Online training course is located at: <https://learn.ue.org/QF7XG093973/UIWTXNewHire> or you can visit the MyWord Portal and under “For Employees” tab you can access the online training.
2. Complete the Registration Section
 - a. In the Optional Field 1 include your employee ID number (PIDM).



Registration
New to the Learning Portal? Create your account below.

First Name*	Last Name*
Email/Username*	Optional Field 1
Optional Field 2	

By clicking on register, you agree with our [Usage Terms](#).

Register

3. A welcome message containing your temporary password will be sent to the email you provided.
4. Once you have logged in using your temporary password, you will be prompted to change your password.
 - a. Your Password must be 8 characters long, have one capital letter, one lowercase, one number and one special character.

5. You now have access to the learning portal.



6. Once you have completed the two online training courses, you will receive an email with your certificate of completion.
7. Please email your training certificate to the Human Resources department at uiwhr@uiwtx.edu, so the certificate can be added to your personnel file.