

## Equity Training

This is a Mandatory training in order to educate employees on the importance of non-discrimination and the prevention of sexual harassment in the work environment and classroom, each Montana State University campus requires that all employees (including part-time faculty and graduate assistants) complete the Equity Training.

### Accessing the Equity Training

- Go to the My Info link (where you complete your timesheet) on the MSU Billings homepage [https://atlas.montana.edu:9003/pls/blagent/twbkwbis.P\\_GenMenu?name=homepage](https://atlas.montana.edu:9003/pls/blagent/twbkwbis.P_GenMenu?name=homepage)  
Click on Enter Secure Area and login
- Click on the tab titled My Apps
- Click on the Equity Training.
- To start the training click on the “Start Training” button
- To proceed through the training, click on the “Next” button at the bottom of the screen (depending on your browser, you may need to scroll down to see the “Next” button to advance through the training)

## Frequently Asked Questions

### Is this training program mandatory for all employees?

- Yes. MSU Billings requires all employees (including part-time faculty and graduate assistants) to complete the training on a biennial basis.

### Is this training mandatory for part-time faculty, graduate assistants, and student/temporary workers?

- Part-time faculty and graduate assistants are required to complete the training.
- Short-term/temporary workers and student employees are not being required to complete the training at this time.

### How long does the training take?

- The training should take approximately 20-25 minutes.

### Does the training include some sort of quiz or test, or is it only reading material?

- The training consists of reading material and short video clips, and is grouped into sections. If the computer is not flash enabled, you will be able to read a transcript of the video clip. At the end of each section, there is a short quiz which will give feedback immediately after completion.

### By what date does the training have to be complete?

- New employees have 30 days from the date of hire to complete the training. We will be following up with employees who have not completed the training.

### Does the training have to be completed in one sitting?

- The training can be saved and resumed unlimited times for up to 5 days after initial sign-in. **NOTE:** You will need to access the training from the same computer on which you initiated the training program.
- If you do not complete the training within 5 days after your initial sign-in, you will have to start it over again.
- While in the training program, you will see a navigation panel on the left side of the screen. There is a **Save** option here, as well as a **Resume** option. Click **Save** before you exit the training web page. When you want to resume the training, click: Enter My Apps, Equity Training, Resume (located on the navigation panel).

### Can employees take the training on their own time and claim overtime/comp time for completing it?

- The training is a work related task and supervisors should encourage employees to complete the training during work hours. With the option of resuming the training within 5 days of beginning it, there is no reason to expect an employee to have to take the training outside of regular work time.

### What if an employee does not have access to a computer during their normal job duties and responsibilities?

- It is highly preferred that employees complete the training online. We would recommend that the employee be provided access to a computer in order to complete the training.