Instructions to Check your Training Profile in UIS

To see which training programs you have already completed, access your Training Profile by following these steps:

Log in to signon.stjohns.edu. From there,

1. Enter your **username** – St. John’s University email address
2. Enter your **password** – St. John’s University PIN/Password
3. Click: **Sign In**
4. Select: **UIS** from the list of available University applications
5. Click: **Employee**
6. Click: **Employee Workshops**
7. Click: **HR Employee Training**
8. Click: **Training Profile** (located at the top right of the page in blue text)

**Please note:** All adjunct faculty are required to complete once during their employment with St. John’s the following training programs: **Active Shooter Preparedness, Emergency Readiness (the Adjunct Faculty or Faculty Version)** and **Title IX: Reporting and Responding to Sexual Assault on Campus**. Therefore, if you have completed an online session or attended a classroom version of any of the Active Shooter Preparedness, Emergency Readiness, and Title IX programs, and it is noted in your training profile, you are compliant with those training programs and do not need to complete the courses again. However, **Discrimination and Sexual Harassment Prevention Training** must be completed annually. **Starting in 2019, Discrimination and Sexual Harassment Prevention Training became an annual requirement.**

We appreciate your cooperation and your commitment to St. John’s students. If you have any questions, please call Training and Development at 718-990-2330 or email hrtd@stjohns.edu

Thank you for your participation in these required adjunct faculty training programs.