

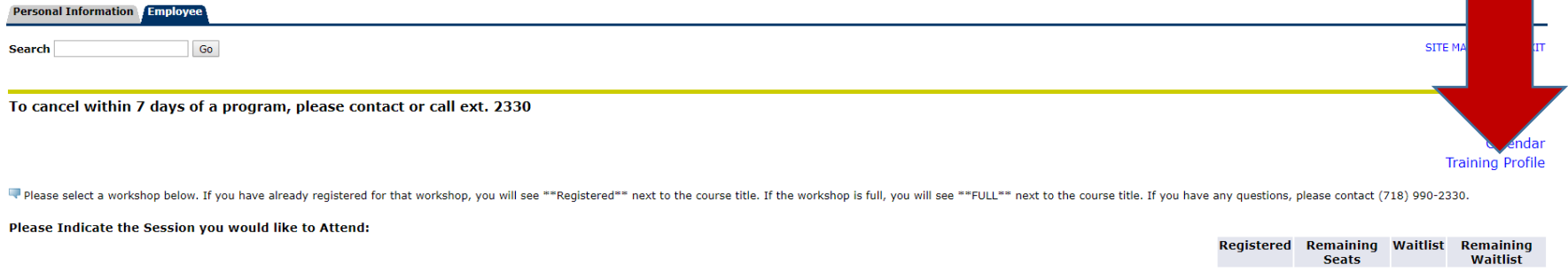
## Instructions to Check your Training Profile in UIS

**Note: You must log in to a campus computer or use St. John's VPN access in order to check your Training Profile**

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

Log in to [signon.stjohns.edu](http://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 on **Sign In**
4. Select **UIS** from the 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)



The screenshot shows the top navigation bar with tabs for 'Personal Information' and 'Employee'. Below the navigation bar is a search field with a 'Go' button. A yellow banner contains the text: 'To cancel within 7 days of a program, please contact or call ext. 2330'. Below the banner is a small text block: 'Please select a workshop below. If you have already registered for that workshop, you will see ""Registered"" next to the course title. If the workshop is full, you will see ""FULL"" next to the course title. If you have any questions, please contact (718) 990-2330.' Below this is the instruction: 'Please Indicate the Session you would like to Attend:'. On the right side, there are links for 'SITE MAP' and 'CONTACT US'. At the bottom right, there are four columns: 'Registered', 'Remaining Seats', 'Waitlist', and 'Remaining Waitlist'. A large red arrow points from the 'Training Profile' link in the top right corner of the page to the corresponding step in the instructions above.

**Reminder:** All faculty, administrators and staff are required to complete once during their employment with St. John's the following training programs: *Active Shooter Preparedness, Emergency Readiness (faculty must complete the faculty version of Emergency Readiness) and Title IX: Reporting and Responding to Sexual Assault on Campus.* Additionally, *Discrimination and Sexual Harassment Prevention Training* must be completed **annually. Starting in 2019, Discrimination and Sexual Harassment Prevention Training became an annual training 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 [hrted@stjohns.edu](mailto:hrted@stjohns.edu)

Thank you for your participation in these required training programs.