



NON-EMPLOYEE TRAINTRAQ PROCEDURE

Course associate roles in Canvas require training on FERPA and Information Security Awareness. This training is obtained via TrainTraq after Instructors of Record have requested the training. Non-employees must access the site from an alternate path to take required TrainTraq courses. The non-employee's certification of training will not be stored on TrainTraq and must be submitted back to the Instructor of Record who initially requested the training be completed.

RESPONSIBILITIES OF THE INSTRUCTOR OF RECORD

The Instructor of Record is responsible for providing the below procedure to non-employees that require training via TrainTraq.

- The Instructor of Record is responsible for joining the distribution list from TrainTraq to receive the updated password. Please email TrainTraqHelp@tamus.edu to request joining the mailing list.
- The individual getting training via TrainTraq is to download a copy of their training certification for all trainings and provide these to the department.
- The Instructor of Record is responsible for maintaining a copy of these certifications for as long as the non-employee is in a course associate role within Canvas and until the Certified TAMUS Retention Schedule is met.
- The Instructor of Record is responsible for sending a completed .CSV file using the Non-Employee Course Associate Template to the [Office for Academic Innovation](#).
 - [Non-Employee Course Associate Template](#)

PROCEDURE FOR NON-EMPLOYEES

1. Go to: <https://traintraq.tamus.edu/External/ExternalGatewayLogon.aspx>
2. You will be prompted to type in your email address and a password. Use your NetID@tamus.edu if possible.
 - a. The Instructor of Record must email TrainTraqHelp@tamus.edu to request to join the mailing list where they will receive the password for your assigned TrainTraq courses.
3. You will see a list of courses. Search for Course Number 11012 (FERPA) or 3001 (Information Security Awareness).
4. Select the course name and click Start.
5. You will be prompted to provide some information about yourself, such as your name, employer, TAMUS Member, and how you heard about the course. The information you provide is what is displayed on your completion certificate.
6. Click Start Course.
7. Once you receive your training certificates, send it to your Instructor of Record to complete the [How to Fill Out the ORCA Non-employee CSV Template](#).



WHO IS YOUR INSTRUCTOR OF RECORD?

The primary instructor whom the course is officially assigned to as seen in the student information system.

Teacher - Instructor for an academic course. Instructor enrolled from SSASECT with primary indicator checked.

WHY DO I NEED TO FILL OUT THE ORCA NON-EMPLOYEE CSV TEMPLATE?

Training that is taken through TrainTraq's external gateway does not sync with the Canvas/ORCA system. Due to this the Instructor of Record is responsible for maintaining a copy of these certifications for as long as the non-employee is in a course associate role within Canvas and until the Certified TAMUS Retention Schedule is met.

In order to give non-employees course associate roles, the training completion CSV document is manually entered into the system by the Office for Academic Innovation. Before entering in the CSV, the Instructor of Record must confirm the training has been completed by the non-employee and state that they are responsible for retaining the records of the non-employee trainings.

The Instructor of Record is responsible for sending a completed .CSV file using the [Non-Employee Course Associate Template](#) to the [Office for Academic Innovation](#).

HOW TO FILL OUT THE ORCA NON-EMPLOYEE CSV TEMPLATE

1. Receive training certificates from the Non-employee individual.
2. Download the [Non-Employee Course Associate Template](#).
3. Fill in the CSV exactly as follows otherwise the CSV will not be able to be used to manually enroll the individuals training statuses. Select the course name and click Start.
 - a. Fill in the Students UIN under the "Student UIN" column.
 - b. Fill in the Students First and Last name under the "Student Name" column.
 - c. Fill in the Students TAMU email under the "Student Email" column.
 - d. Fill in **ONE** training course ID under the "Course Id" column.
 - i. The course ID will be one of the following:
 1. 11012 for the FERPA Training.
 2. 3001 for the Information Security Awareness training.
 - ii. Fill in the score that the student received on the training under the "Score" column.
 - iii. Fill in the date that the student completed the training under the "Completion Date" column (It must be in the following format: MM/DD/YY).
 - iv. Fill in the "Verified User UIN" with the individuals UIN that is responsible for maintaining a copy of these certifications for as long as the non-employee is in a course associate role within Canvas and until the Certified TAMUS Retention Schedule is met.
 - v. Repeat this process for each student's individual training, making use there is only one student and one training per row.
 - vi. Lastly, save the file as a CSV. Otherwise, it will not be able to be uploaded into the system.
4. Email the completed CSV to the [Office for Academic Innovation](#).