

Please review the [recommended settings](#) prior to launching modules. For technical assistance, please contact the ICT Help Desk by phone: 575-646-1840 or email: [help@nmsu.edu](mailto:help@nmsu.edu).

**To complete the Compliance Certification:**

1. Log in to Training Central – <https://trainingcentral.nmsu.edu> with your NMSU Username and Password.
2. Click on the **My Training** tab. You will see a listing of In-Progress courses.
3. Start with the Compliance Overview. Click the **Launch** button to begin the module.
4. When the module is complete, Training Central will display the module detail page. Click on the **In-Progress** link in the left navigation menu to return to the list of assigned modules.
5. The module you completed will be removed from the In-Progress list and the Compliance Certification status bar will be updated. Complete each of the other modules in any order you wish. Click the **Launch** button to begin a module. Be sure to view all slides and answer all questions. To ensure your responses are recorded, do not close your browser until instructed to do so in the module.

**Notifications/Follow-up Actions:**

Notifications will be sent via Training Central at the time of the following events

- Upon enrollment in certification (employee only)
  - 2 weeks prior to target date (employee and manager)
  - Marked as overdue (day 61) (employee and manager)
  - Upon completion (employee and manager)
1. You will receive an email notification when each module is completed with a link to a training evaluation. Please provide us feedback on the training module by completing the evaluation.
  2. You can check your Certification progress by clicking on **View Details** on the Annual Compliance Certification in your In-Progress Learning. You will receive an email notification when you have completed the entire certification (all modules).
  3. You can verify completion of individual modules in your “Completed Training” listing in Training Central. For details on accessing your completed training, click the Help link in Training Central.

**I took the training. How can I verify it is marked completed?**

In order for the training modules to be marked complete, you must view all slides in the module and correctly answer the questions in the training. You can verify the training modules were successfully completed by viewing your training record in Training Central. Please refer to the Help documents in Training Central – <http://training.nmsu.edu/saba/help/reviewcompletecourses.html>.

**I completed the training. Now what? Do I need to print my certificate of completion?**

It is not necessary to print a certificate of completion or notify CLPD of completion. Your supervisor has access to your training records in Training Central and will receive notification when you complete the training. Please consider the environment before printing certificates.

For more Frequently Asked Questions, visit <https://training.nmsu.edu/annual-compliance-training/compliance-training-faqs/>.