

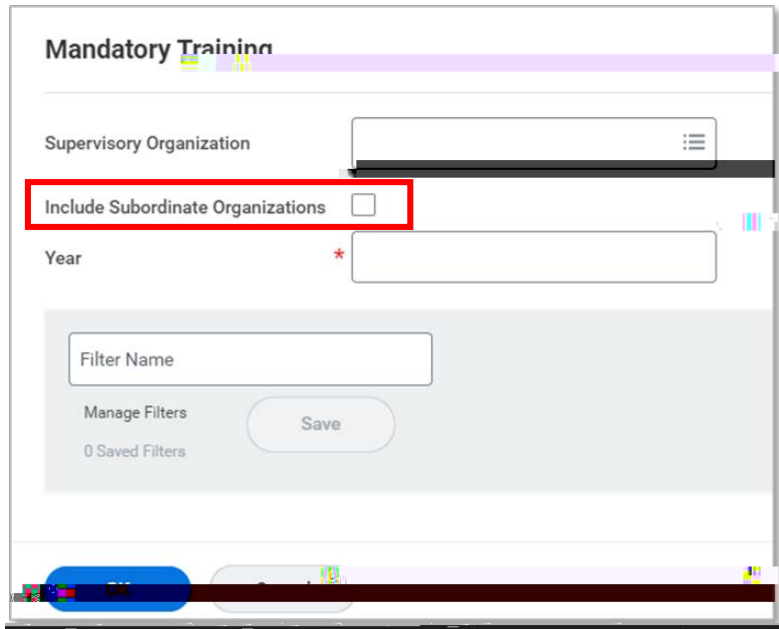
Mandatory Annual Trainings

Complete by December 31st!

- [Code of Governmental Ethics](#)
 - [Digital Resources and Content Accessibility Awareness](#)
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Mandatory Trainings Report

Accessible in Workday

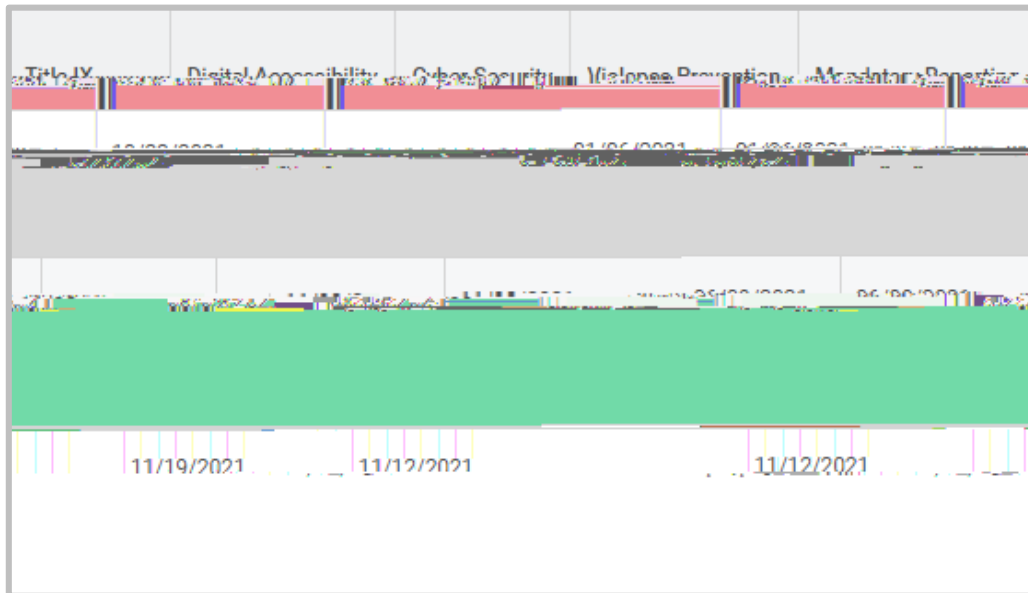


The screenshot shows the 'Mandatory Trainings' report configuration page. It includes a dropdown for 'Supervisory Organization', a checkbox for 'Include Subordinate Organizations' (which is highlighted with a red box), and a 'Year' field with an asterisk. Below these is a filter section with a 'Filter Name' input, 'Manage Filters' text, '0 Saved Filters' text, and a 'Save' button. The page has a purple header and a blue footer.

- View the completions for the LSU created Mandatory Trainings
- Select "Include Subordinate Organizations" to include all levels down in Sup Org

Mandatory Trainings Report Cont'd

Ability to export to Excel



The screenshot shows a table with columns for training categories: Title IX, Digital Accessibility, Cyber Security, Violence Prevention, and Mandatory Reporting. The table contains several rows of data, with some cells highlighted in green. The x-axis at the bottom shows dates from 11/19/2021 to 11/12/2021.

Training Category	Completion Date
Title IX	11/19/2021
Digital Accessibility	11/12/2021
Cyber Security	11/12/2021
Violence Prevention	11/12/2021
Mandatory Reporting	11/12/2021

- No date means training hasn't been completed
- Date shown is the completion date of training

Reminder: If Preventing Sexual Misconduct training was completed prior to Oct. 1st, the new Mandatory Reporting training must also be completed