Western UNIVERSITY
OF HEALTH SCIENCES

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From: Dr. Valyncia C. Raphael-Woodward, Director, Employee Relations and Title IX Coordinator
To: *Campus Security Authorities*
Subject: *Mandatory – Campus Security Authority (CSA) Training Due Oct. 8, 2021*
Date: September 30, 2021

The annual Clery Compliance deadline is October 1, 2021. On that day, the university will make the Annual Security Report (ASR) available for viewing. Thus, it's a great time to ensure that the Western University of Health Sciences' Campus Security Authorities are current with their training. A Campus Security Authority (CSA) is a designated campus official with significant responsibility for campus and student activities. A CSA has responsibilities under Clery to report information for timely warnings and for collection of crime statistics, such as

- Administrators at Non-Campus WesternU locations
- Campus Security Staff
- Deans
- Faculty or staff advisors to student organizations
- Senior Administrative Leaders/Senior Executive Leadership
- University Student Affairs
- Title IX Coordinator and Deputies Coordinators

You have been listed as a campus security authority. Thus, WesternU has assigned you a **mandatory** 30-minute ThinkHR course to learn more about your CSA responsibilities. The course includes a quiz and certificate feature which will allow HR to track your completion for this year's requirement. Moving forward, the training requirement will be annual. Here is more information about the training:
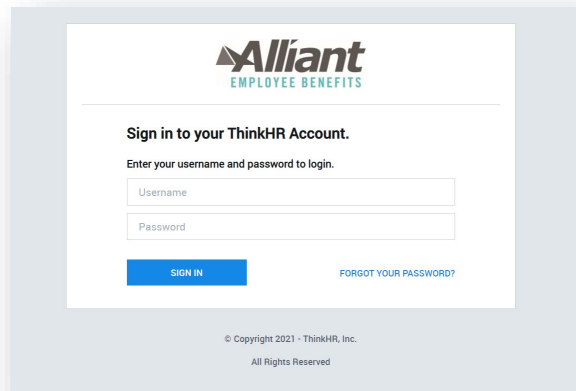
Title: Campus Security Obligations Under Federal Law
Duration: 30 min
Description: In this course, learners will become familiar with their role in helping the institution meet its campus security obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act.

The training invitation should have come email directly from the ThinkHR training platform with specific instructions to access and complete the requirement. Please note that the platform is not connected with single sign on, so your typical WesternU log-in credentials won't work as a default setting. **If you log in before you receive the invitation, the assignment will not yet be visible in your course portal.**

For your reference, the log-in url for ThinkHR is https://apps.thinkhr.com/login/ and the log-in screen looks like the image below:

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For ease, the platform can also be accessed in the Key Resources section of the YouPortal as follows:

As stated, this training will take about 30 minutes to complete and y**ou must complete this training by Friday, October 8, 2021.** HR will follow up with CSAs who do not complete the course by the deadline.

If you have questions about how to access the training, contact Aaron Reynoso, Employee Relations Specialist at areynoso@westernu.edu. For platform-specific issues, you can contact ThinkHR's Technical Support Team support@thinkhr.com.

Thank you for support and cooperation in maintaining the safety of our workplace and for keeping WesternU compliant with Clery requirements.