Click the Login button. Enter your MSU NetID and Password.

MICHIGAN STATE UNIVERSITY Human Resources I-9 COMPLIANCE TRAINING

Using the Ability LMS on the Office of Regulatory Affairs Website

This training is mandatory for all users to be granted I-9 Verifier access to the electronic I-9 system. Click the ORA's training link - http://ora.msu.edu/train/index.html

MICHIGAN STATE UNIVERSITY Search Office of Regulatory Affairs Oversight & Support Units Shuttles Click Training Contacts ŧ TRAINING Training New Users Compliance The training compliance system supports learning that reduces risks to health, safety, security, Managers and legal liability as well as encouraging best practices in research, operations, and outreach. CITI Program GUEST Access (non-MSU) Reports HELP weekdays: train@ora.msu.edu or 517-884-4600 Login Trainers Your activity is tracked & reportable to relevant agencies Training Prog

From the main dashboard, click on the **Extra Courses** tab to search for the training.



Select Catalog Search.



Type "I-9" in the keyword search field, then click the search icon.



The I-9 Compliance Training tile should appear. Click on this tile.

Ability Training Compliance

	Home	My Menu	Extra Courses	Manager Menu	
Course C	atalog				
Search b	y Keywor	rd(s)	Enter keyw	ord and click the se	earch icon. Click the reverse arrow icon t
Not Class	sified (1)		I-9 Complian Delivery: On-I Duration: 35.0	ce Training ine ¹⁰ لي	

Once you reach the I-9 Compliance Training course overview, click on the **start** button to launch the training.

I-9 Compliance Training									
	The Form I-9 Compliance Training is ir	Your current status for this Course							
Course Description:	Increase speed, accuracy, and comfor work and are compliant with I-9 standa employee's I-9 duties; - Refer to M	Status:	In Progress						
	verification process for expired/expirir Demonstrate familiarity with I-9 docum	Status Date:	12/12/2018						
Course ID:	MSU-2062-SCO	Duration:	35.00	Number of Accesses:	1				
Please click	here if you want to Cancel this enrollme	Last Accessed:	12/12/2018						

A separate window will pop-up. Click on Launch the Course.



Click on the **play** button to start the training video



After the video is complete, you may complete the test by clicking on the **Begin Test button** as seen above.

You have 3 attempts to pass the 15 question I-9 Compliance Test with a score of 80% or better. You may print or email your certificate to give to the Security Administrator. If you are unable to print the certificate, please try another web browser.