

Log in to Ability and click on My Requirements tile

MICHIGAN STATE UNIVERSITY

### Ability Training Compliance

Home My Menu Extra Courses Manager Menu

#### My Requirements

DEI Foundations - Employees  
RVSM - Employees

#### My Enrollments

You have 1 enrollments for Online Courses  
You have no enrollments for Scheduled Classes

#### My Transcript

1 completions in the last 90 days

Review Completed Training  
Review Expiring Training

Click the green + sign, it allows them to find the track and add it to their learner account:

### My Requirements

Home My Menu Extra Courses

Click + to add new track

+ Show SQL

#### Add Required Learning Track

Click the list box to select a Track to add to your training requirements. The track description will immediately be displayed. If not correct, then select another track.  
Once added, Tracks can be removed by your supervisor or the helpdesk.

\*Learning Track Options: Select One

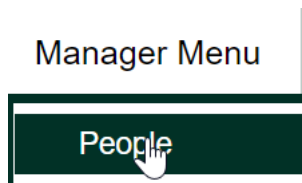
- Hazard Communication
- Hearing Conservation Program
- HIPAA
- Human Research Protection (HRPP/IRB)
- I-9 Verifier
- Lab Safety - Basic (no biologicals)
- Lab Safety - Basics, Biologicals (no BBP risk)
- Lab Safety - Basics, Biologicals, Bloodborne Pathogens
- Ladder Safetv

The track can also be assigned by a manager, like they would any other learning track. This makes it very easy for managers to stay up to speed on what training their staff are required to do and notifies them on the Monday reports that are auto-generated if their staff are overdue on this training.

**Manager Instructions:**

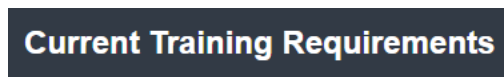
To add I-9 track to employee

Go to “manager menu” and from the drop-down select *People*

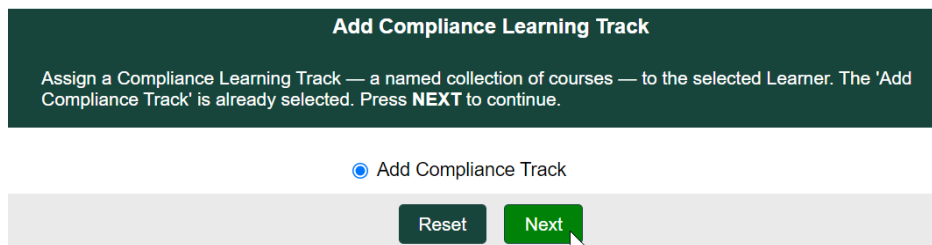


In search box, enter employee last name or NetID then press Enter, select the appropriate employee’s name to view their Current Training Requirements page

Under *Current Training Requirements*, select the “green+”

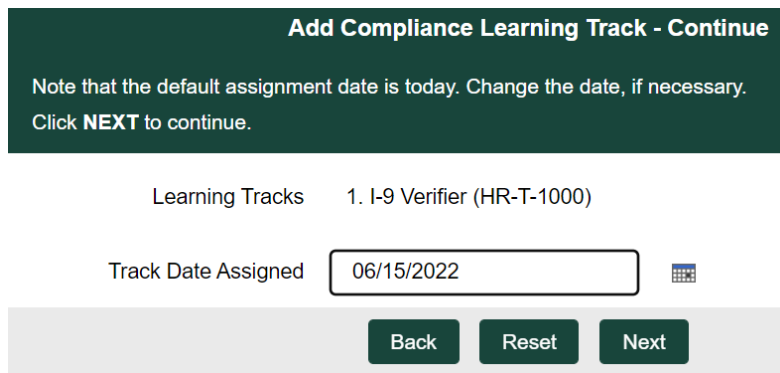


Press “Next” button to add compliance track



Select “I-9 Verifier” from the Learning Track box, and click “Next”

Review Track assigned date and click “next”



I-9 Verifier Track has been assigned, “close window”