Training Completion Reports

Where to check if an employee has completed the **Preventing Sexual Harassment and Sexual Violence (PSHSV) Training** or **Cybersecurity Awareness Training**\*:

Go to <https://tableau.wisconsin.edu/#/home>

Navigate to Preventing Sexual Harassment and Sexual Violence Training Comparison or Cybersecurity Awareness Training Completion page and double click to open;

In the left hand column, select drop down for Division, unclick “All”, click “48 College of Letters and Science” and “Apply”;

Then repeat process for Select Department, unclick “All” and select specific department and “Apply”;

Skip subdepartment and make sure Select Status says “All”.

This should include all staff who have completed and not completed training.  Completion dates should be ignored.

To download the spreadsheet, go to the upper right hand corner, click “Download”, then select “Data”; this will open a new window, click “Download all rows as a text file” and a spreadsheet will get created in Excel.

\*Graduate student employees are now required to complete Cybersecurity training, so the platform has been migrated to include graduate students. If the Cybersecurity Awareness Training Completion List does not appear in Tableau, department administrators will need to request authorization from campus.

With the rollout of the 2022 Cybersecurity Awareness Training, there is a change to the [Cybersecurity Awareness Training Audit](https://tableau.wisconsin.edu/#/views/CyberSecurityAwarenessTrainingAudit/HomePage?:iid=1).  UW-System policy requires all employees to take Cybersecurity Awareness Training.  This includes student hourly and graduate student employees.

To check for student access, follow this process:

With the addition of student employee information in the Training Audit, the data access requires the person viewing the Training Audit to have access to both the Employee Record Data Internal group and the Student Record Data Internal access group.  Some of you may already have the Student record access if you are already accessing the Campus Security Authorities Training Audit.

How to know if you have Student Record Data internal access:

* Click on the link to the training above.  If it does not open and indicates you do not have permissions, you do not have access.

How to request access:

* Go to the Request Access page on ODMAS’ website: <https://data.wisc.edu/request-access/>
* Fill out the Microsoft form, selecting the Student Record Data-Internal



* Submit request.  The request is then routed to the Student Data Steward, who will review the request and provision access.  The process includes email notification along the way, so you will be informed when access is granted.

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