

## Mandatory University Training Requirement for All University Employees

Iowa Wesleyan University is committed to maintaining campus communities free from sexual and other unlawful harassment. We all share in the responsibility of building and maintaining positive and productive working relationships in an atmosphere of trust and mutual respect. This email contains information about our required online trainings.

As employees of an institution of higher education, we are each responsible to complete various safety training programs, as well as designated federally-mandated trainings. Iowa Wesleyan University is pleased to announce that our institution now offers convenient access for you to complete these required training programs online.

The online training is required and made available to all Iowa Wesleyan University employees annually. This program offers several self-paced courses which can be accessed 24/7 and comes with a printable certificate of successful completion. In addition to the already assigned courses, over the course of the year, there may be additional training modules that are specific and beneficial to your department that could also be assigned to you. Please feel free to take part in other courses that are available and will enhance your knowledge base.

Please be on the look-out for the email from Vector Solutions that will provide you with the steps to login to begin your annual on-line training requirements. **Your individual login to Vector Solutions is the same as your login to the Iowa Wesleyan University network.** The network login and password credentials were assigned to you and sent to you from the IW's IT department. If you no longer have that information, please contact IW's IT to either provide those to you or have them reset. You will receive periodic email reminders alerting you that there are trainings you need to complete.

Please feel free to contact the Human Resources office at [kathy.moothart@iw.edu](mailto:kathy.moothart@iw.edu) or 319.385.6209 if you have any questions.



How to log on to the Vector Solutions Online Training Program:

1. Using your web browser, go to the web page <https://iw-ia.safecolleges.com/login> (No “www” is necessary.)
2. To access your assigned training, enter your username. Your username is the same as your login for the IW email system.
3. Your assigned course or courses will be listed on your personal Vector Solutions Training home page under “Mandatory Training”.
4. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you successfully complete the course.

If you have any questions or problems with the site, please contact:

Vector Solutions Customer Service  
800-434-0154

[support.education@vectorsolutions.com](mailto:support.education@vectorsolutions.com)

or Kathy Moothart, Director of HR  
319-385-6209  
[kathy.moothart@iw.edu](mailto:kathy.moothart@iw.edu)

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