

Program for the Protection of Minors Training Student Participation FAQ

Are Student Workers Required to Complete the Training?

All employees, including student workers, are asked to complete the training program titled [SMU Program for the Protection of Minors](#).

How Can the Training Be Accessed?

The training is located on [SMU Blackboard](#). Students may log into Blackboard by entering "courses.smu.edu" in a web browser. The course may already be listed and available to them. If they do not see the course listed, they may ask to be enrolled. Read the instructions located on the program [webpage](#) under Quick Links: [Instructions: Request Enrollment in Blackboard course](#).

What is the Best Way to Ensure the Student has Completed the Training?

Once the training is completed the completion results should upload to the student training record in PeopleSoft within 24-48 hours.

As proof of completion, a student with a current PAF, should log in to my.SMU and go to Self Service>Learning and Development>Request Training Summary. A list of all training completed will generate.

The student may take a screenshot and email this to their supervisor or print the results and provide a hard copy. If the student's PAF is not current, the student will not have access to Self Service. In these instances, you may email DevelopU@smu.edu and request a copy of the student's training summary. Please allow 24-28 hours for the results to be sent to you.

Should the Student be Paid for Time Spent on Training?

Since the training is required for all student workers, the student should be paid for the time required to complete the training. Be sure to ask the student to track their time if it is completed outside of the normal work environment and enter this time in TimeAccess.

Questions may be directed to DevelopU@smu.edu.



