Dear DSU Part-Time Employee,

The safety of our staff and students is of the utmost importance. That's why we're pleased to offer the VectorSolutions LMS (formerly known as SafeColleges) online training system for our part-time employees. You will receive an email directly from VectorSolutions each September when the University’s Required Annual Compliance Trainings are assigned. Below is an example of the email you will receive from VectorSolutions:

Employees may access their VectorSolutions account by going to the Human Resources website (https://humanresources.dixie.edu) and selecting the VectorSolutions link in the header ribbon, as shown below:

Another option is copying this link: https://dixie-ut.safecolleges.com/login into a web browser.

Once you click on the DSU VectorSolutions LMS link, you will see the following webpage:
Enter your username, which is the DixielD number (Dxxxxxxx). The password is the same as the DixielD password. Once you log into your account, you will be directed to both 'Mandatory' and 'Suggested' trainings. To reset your DixielD password, contact the DSU IT Helpdesk at 435-879-4357 or go to https://changepassword.dixie.edu/.

Required annual compliance trainings will have a due date for completion of December 15, and must be completed by this date in order to avoid a notice of non-compliance within your personnel file.

Click on the "Start" button to open a window to the training video and quiz associated (as shown below):

![Drug Free Workplace Full Course](image)

Confirmation that you viewed the training and passed the quiz will then automatically be sent to Human Resources. We need your participation in these trainings to comply with important federal, state, and university laws, policies, and procedures. VectorSolutions trainings will usually include trainings associated with Title IX compliance, General Ethics in the Workplace, Keeping Minors on Campus Safe, Discrimination and Diversity Awareness, etc.

The 'Resources' section to each training has the specific DSU Policies and Procedures and any associated federal and state regulations. The course's customized introduction and conclusion explains why the employee must complete specific training and the contact information in the particular subject matter expert on campus whom you can contact with questions.

To view all of Dixie State University's policies and procedures, go online to https://dixie.edu/policylibrary/.

For more information about the required annual compliance trainings and technical or support questions when navigating the VectorSolutions LMS platform, please contact either Travis Rosenberg or Rae Matalolo in Human Resources. If you have questions about the Student VectorSolutions (formerly SafeColleges) trainings, contact Hazel Sainsbury in the Office of Title IX & Equity Compliance at (435) 652-7747 or titleix@dixie.edu.

We're confident you'll find these courses informative and helpful towards maintaining a safe learning and work environment for yourself, our students, and campus visitors.

Thank you for your cooperation,

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