



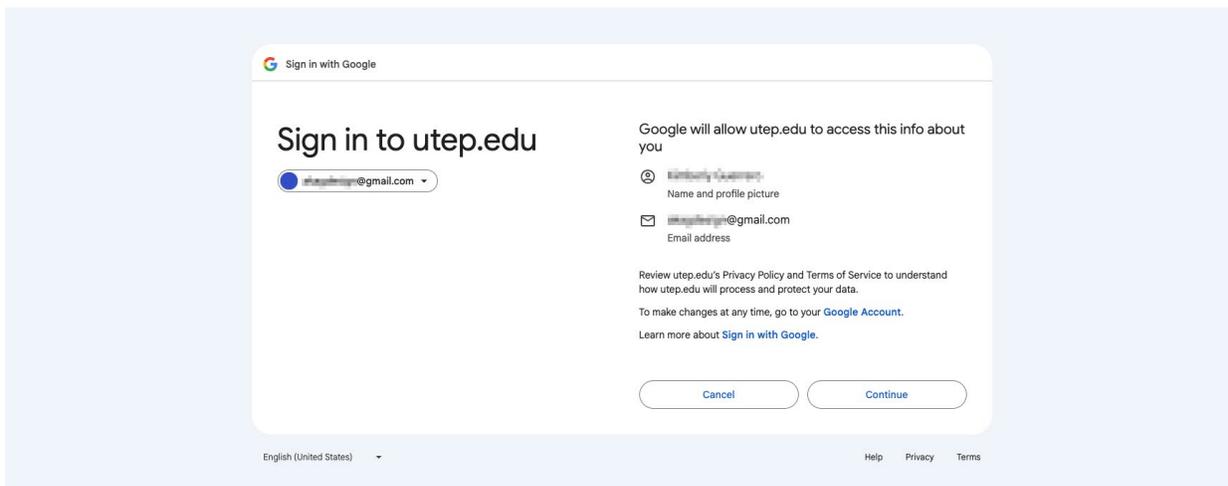
EXTERNAL COMPLIANCE TRAINING

STUDENTS/AFFILIATES/VOLUNTEERS/CONTRACT VENDORS

1. Open this link <https://adminapps.utep.edu/externalcompliance/>. **You will need a Google or WordPress account to log into the training.**
2. Select "Sign in with Google" or "sign in with WordPress." **An account on the selected service platform is required to complete this step.**



3. Agree to allow the browser service to allow **utep.edu** to access information about you by pressing "Continue."



4. Complete registration and select "Submit."

The screenshot shows a registration form titled "Registration Information" with the UJEP logo in the top left. The form contains the following fields:

- Email: Enter Email
- Phone Number: Enter Phone Number
- First Name: Enter First Name
- Last Name: Enter Last Name
- Title: (Dropdown menu)
- Suffix: (Dropdown menu)
- Address 1: Enter Address 1
- Address 2: Enter Address 2
- City: Enter City
- State: Select a State
- Zip: Enter Zip
- Country: USA

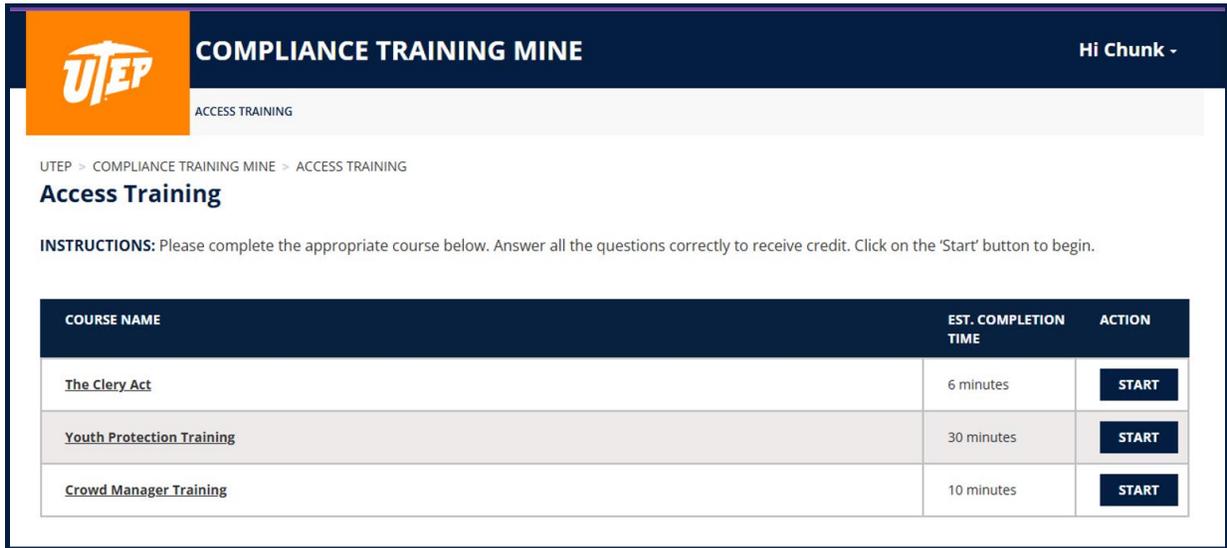
At the bottom right, there are two buttons: "Cancel" and "Submit".

This screenshot shows the same registration form with the following data entered:

- Email: [Redacted]
- Phone Number: [Redacted]
- First Name: Chunk
- Last Name: Flores
- Title: (Empty dropdown)
- Suffix: (Empty dropdown)
- Address 1: 2524 [Redacted]
- Address 2: Enter Address 2
- City: El Paso
- State: Texas
- Zip: 79930
- Country: USA

The "Cancel" and "Submit" buttons are visible at the bottom right.

5. Complete the training by selecting the course that has been assigned to you. Only certain modules are required. Please check with your program/event coordinator or the Office of Youth Program Development and Support if you are unsure which module(s) need to be completed.



The screenshot displays the 'COMPLIANCE TRAINING MINE' interface. At the top left is the UTEP logo. The header includes 'COMPLIANCE TRAINING MINE' and the user name 'Hi Chunk'. Below the header, the page title is 'ACCESS TRAINING'. The breadcrumb trail reads 'UTEP > COMPLIANCE TRAINING MINE > ACCESS TRAINING'. The main heading is 'Access Training'. Below this, instructions state: 'INSTRUCTIONS: Please complete the appropriate course below. Answer all the questions correctly to receive credit. Click on the 'Start' button to begin.' A table lists three courses with their estimated completion times and 'START' buttons.

COURSE NAME	EST. COMPLETION TIME	ACTION
The Clery Act	6 minutes	START
Youth Protection Training	30 minutes	START
Crowd Manager Training	10 minutes	START

Once you complete a course, a certificate will be issued. Please forward a copy to the program/event coordinator as soon as you complete the training. This will allow them to file your completion with the Office of Youth Program Development & Support Services.