

Sexual Harassment & Racial/Ethnic Harassment Prevention

Training on the topics of Sexual Harassment Prevention and Racial/Ethnic Harassment Prevention are required by all employees. This has training is available via the web.

Instructions for accessing this training via the web:

1. Go to the following website: <http://accessplus.iastate.edu/>
2. Once there, click on "Login to AccessPlus"
3. It will then bring up a screen asking for following:
Select Login ID: Social Security or University ID (leave it selected to the SS#)
Login ID: (which would be your SS#)
University PIN: (if known, enter) -----> If unknown, skip to the next section of these instructions.
4. If login worked correctly, it will bring up the main menu.
5. Under the Faculty/Staff Column select Web Based Training.
6. Then select which training you would like. Then continue through the training. When it is completed, there will be a submit button that you will need to hit in order for it to make a record of you completing the training.

If University PIN is unknown to you, please read the following:

1. I do not know my PIN:

If you have an ISUCard, your University PIN is set to the 4-digit number you entered when you received your ISUCard. If you do not have an ISUCard, your University PIN is defaulted to your birth month and day. For example, if you were born on March 31st, your University PIN would be 0331.

2. I forgot my PIN or my PIN is invalid:

You must take your ISUCard to either the ISUCard Office (129 Memorial Union), the Registrar's Office (214 Alumni Hall), or the Student Answer Center (112 Pearson) to select a new PIN. If you have any questions, contact the ISUCard Office by telephone at (515) 294-2727 or by email at idcard@iastate.edu. You can get additional information from their Web pages at <http://www.adp.iastate.edu/idcard/>.

3. PIN Maintenance:

If you have had your PIN reset to your birth month and day, then you will need to use PIN Maintenance (<https://accessplus.iastate.edu/pinmain3.html>). On that screen you will enter your social security number, the default PIN (birth month and day), and select a new 4 digit number to use permanently.