# Annual Compliance

*Frequently Asked Questions (FAQs)*

### Is there a help guide or tutorial on how to use the training platform?

Yes! To access the Learn Blue Navigation Guide, navigate to your Learn Blue dashboard, then click the "Resources" tile. Find and click on the "Learn Blue Navigation Guide" option.

### Where can I find my compliance training?

First, navigate to learnblue.usu.edu. Once you are logged in, you can find your compliance courses in two places:

1. Click on the "Enrolled Courses" tile on your Learn Blue dashboard.
2. On your dashboard, scroll down to the ribbon of courses labeled "Enrolled Courses."

Your required compliance courses will be marked in red with a clock/exclamation point icon located in the top left corner.

### Where can I find the deadlines for my courses?

Once you have located your annual compliance courses, hover over each course with your mouse. Once hovering over the course, you will be able to see the deadline for the respective course. Additionally, when you click into the course, the deadline will be visible.

*The deadline for all compliance courses is October 31 at 11:59 p.m.*

### How long will each course take to complete?

Each compliance course varies in length. To identify the length of an individual course, locate the course in the "Enrolled Courses" tab and click into it. Under the "Start" button, you will see an estimated time to complete the course.

### Is there a specific order in which I need to complete my courses?

Annual compliance courses may be completed in any order. Once you have completed a course, it will disappear from your course list.

Please ensure that all courses are completed by the deadline.

### What should I do if I have duplicate enrolled courses?

If you have duplicate courses within your "Enrolled Courses" tab, please reach out to the Organizational Development & Training team at training@usu.edu to remove them.

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### How do I know if I have met all of the training requirements?

After completing a course, the course will disappear from your dashboard. You will know when all of your courses are complete when there are no mandatory courses (courses marked in red) left on your dashboard.

### How do I access courses I have already completed?

After completing a course, the course will disappear from your dashboard. To access this course again, first navigate to the Learn Blue dashboard. Then, click on the "Transcript" tile. This tile houses all of your completed courses.

### Can I pause a course and resume it later?

Learn Blue will not save your progress as you are working through a course. We recommend completing your courses in one sitting. If you must pause and resume at a later date, your progress will not be saved.

### Can I provide feedback on the training courses? If so, how?

Feedback options are available through several routes. First, you will find a survey at the end of every compliance course. This survey will prompt you to answer questions about your experience and leave any relevant comments.

If there is other feedback you'd like to give, please contact the author listed within the training. You can find the author listed in the course description.

### How do I select a date for Instructor Led (Live) Courses?

Once you have selected the course, click on the "Choose Sessions" button. Scroll through the list of available sessions and click "Enroll" on the date and time that works best for you.

### How do I change my date for Instructor Led (Live) Courses?

To change your enrollment date, click into the course and find the date that you were previously enrolled in. Select the "Cancel" button. Then, browse the list of available courses and select "Enroll" on the session that works best for you.

### Are these courses accessible with a screen reader?

Learn Blue offers accessibility options for all courses. Courses are compatible with a screen reader, keyboard navigation, offer transcripts and closed captions, and more.

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### If I recently completed my new employee courses, do I need to take compliance courses?

Annual compliance training is required for employees who were hired before 1/1/25. For example, if you were hired on 12/31/24, you will be required to complete annual compliance training. Anyone hired within the 2025 year will not be enrolled in annual compliance training.

### Who can I contact if I have any issues with Learn Blue?

If you experience any issues with Learn Blue, please contact the Organizational Development and Design team at training@usu.edu.

### Who can I contact if I have any issues with my Title IX courses?

For questions about Title IX policies and procedures, contact the Civil Rights & Title IX Office at titleix@usu.edu.

For questions about Title IX training, contact Organization Development and Design at training@usu.edu.