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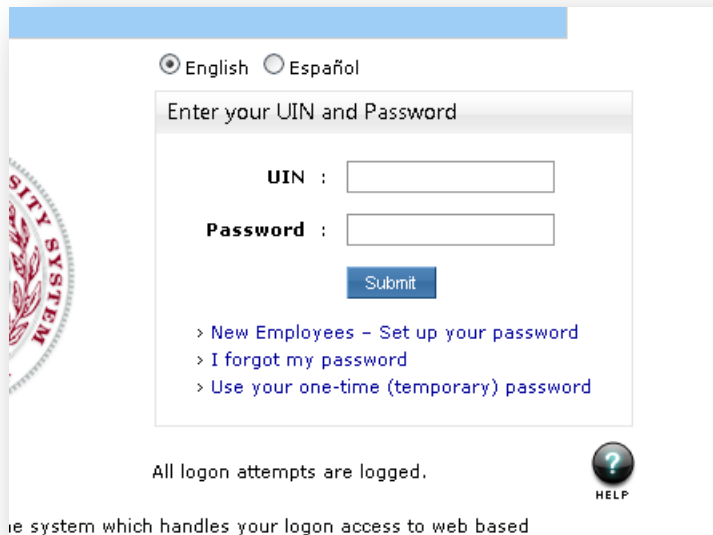
## Logon Instructions for System Required Training

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The University requires all new employees to complete training on certain topics to comply with the Federal Government, State of Texas, Texas A&M University System, and Texas A&M University laws, policies, regulations, rules, and procedures. The training must be completed within the first 30 days of employment and periodically as required. All required training courses are available online.

**The online training must be completed at your workstation during your normal working hours unless prior arrangements have been made with your supervisor or Department Head.**

- 1) Go to <https://sso.tamus.edu>



English  Español

Enter your UIN and Password

UIN :

Password :

Submit

> [New Employees – Set up your password](#)  
> [I forgot my password](#)  
> [Use your one-time \(temporary\) password](#)

All logon attempts are logged.

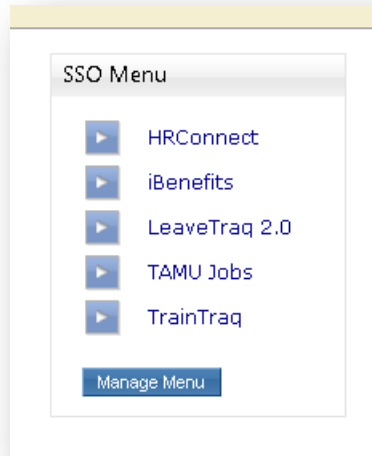
HELP

the system which handles your logon access to web based

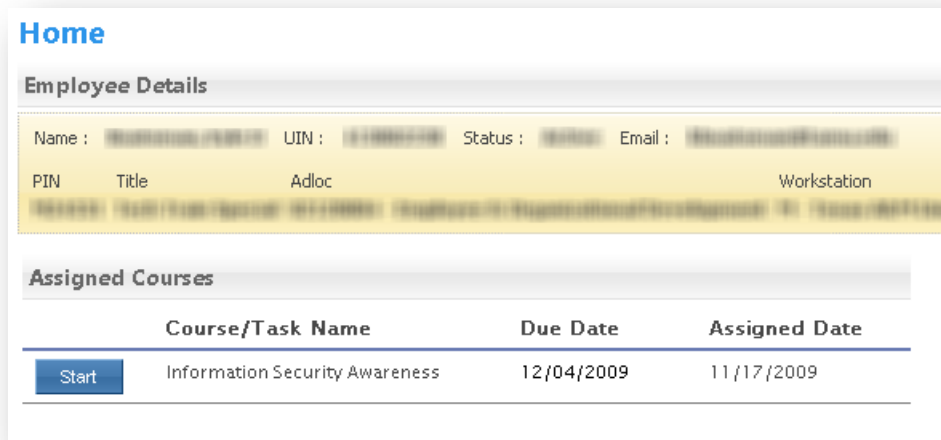
- 2) Select your language preference, **English or Español**
- 3) Enter your **UIN** (contact your department's HR Liaison if you don't know your UIN; to find contact information for your HR Liaison, visit <http://employees.tamu.edu/deptReps.aspx>)
- 4) Enter your **Password** (if you do not have a password, click on the link **New Employees – Set up your password**)
- 5) Click the **Submit** button



6) Click the **TrainTraq** link in the SSO Menu.



7) Required training will be listed in your **Assigned courses**. Click the **Start** button to begin a course.



8) When you're ready to exit TrainTraq, use the buttons at the top-right of your screen to return to the SSO Menu or Logoff from SSO. You can also access additional help by clicking the Help button, which is located in the same area.

