

MyTalent Annual Training FAQs

Q1. When is the training deadline?

You must complete the required IT security and harassment prevention learning modules by Sunday, March 19. The training due date is listed in the emails about the training, as well as published with the training in MyTalent Assignments.

Q2. How do I find a certificate of completion or know that I completed the training?

For each training you complete in MyTalent, you can find a certificate and date of completion in your Learning History.

1. Click on the Learning tile
2. Then click View All in the History tile
3. To view the certificate of completion, click the printer icon under the Action column to the right of the course title

Q3. In the Title IX course I am asked to read about Kansas Law, but then I can't get back to the training window after clicking the Kansas law link. What do I do?

The law links inside the courses are coded to open in a new browser window. When this happens, the training window is pushed backward on the screen. Go to the bottom task bar on your monitor, hover over your internet browser icon (Chrome, FireFox, Edge, etc) and you'll see all the windows there, then select the course player screen to return to it.

If you should have additional questions or needs, please reach out to hrdept@ku.edu.