Good Morning,

Yesterday, you received an email from me detailing UHD’s Safe Return to Campus. In the email, I mentioned new mandatory training specifically created by the University of Houston System (UHS) to help prevent the spread of COVID-19 and protect our campus community.

As a prerequisite to returning to campus, all UHD employees, including full-time and part-time faculty, staff, temporary employees, and student workers are required to complete this COVID-19 training. Completion of this training is required regardless of when employees are scheduled to return to campus, until such time it is determined by the UHS that this training is no longer applicable. The completion deadline for staff, regardless of their specific return-to-campus date, is **May 27 at 5 p.m.**

You have been enrolled in the following modules:
- COVID-19 Return to Work (SH2005)
- Coronavirus 19 Protocol Certification (SH2006)

The modules consist of a training and an acknowledgement. The training outlines procedures consistent with the recommendations of the Centers for Disease Control and Prevention and guidance provided by the Governor of Texas. The acknowledgement outlines protocol for all UHS institutions.

To access your training modules, login to the [Training Access Portal](#) (T.A.P.), use your PeopleSoft ID (7-digit employee ID) and your current network account password using Chrome or Firefox and follow the steps below.

1. Click on **T.A.P. Employee Online Training**
2. Click on **SH2005**
3. Click on **COVID-19 Return to Work**, review the presentation and complete quiz.
4. Click on **SH2006**
5. Click on **Coronavirus 19 Protocol Certification**, review the information provided and complete quiz.

If you need to reset your PeopleSoft password:
- Go to **PASS**
- Click on Reset Password (below the Sign In button)
- Enter your Employee ID number in the User ID box
- Press Continue
- Enter your birthdate (MMDDYYYY format)
- Click on the Email New Password button
- Check your UHD employee email
If you have any questions about this training, please contact the ESO Talent Development team at TD@uhd.edu. If you need assistance with your password, contact HRIS@uhd.edu or 713-221.8060.

Please note that not all employees will be returning to campus starting June 1, 2020. Employees should not return to campus until their supervisor advises them to do so.

Thank you,

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