

# Compliance Training Overview

As part of your employment at LSUHSC-NO, you are required to complete mandatory compliance training modules in accordance with Federal and State laws and regulations and University policies and procedures. The list will be customized based upon the work you do at the University. We have online training lessons available for all of the training topics listed above through our web-based training facility called KDS (Knowledge Delivery System). You will be notified via email regarding outstanding compliance modules.

To begin training, click on the link below and enter your User Name (lsumc-master\your LSU logon ID) and LSU login password.

<https://intranet.lsuhs.edu/ctms/kds/home/>

**If the above link does not work, either copy and paste or type the web address into your internet browser (Internet Explorer) address line and press enter.**

Once you logon to the KDS site, you will be taken to your Personal Training Web Page. The top half of the web page contains the instructions for completing the training. The bottom half contains the list of training modules you need to complete. Please note that as you complete each training topic it will disappear from your training list automatically. When **ALL** of your training is complete you will receive a "Congratulations" message.

You are responsible for ensuring that your training is completed in a timely manner and that the credit for the training is properly recorded in the system. It is expected that all training modules listed above will be completed **within ninety (90) days** of the date of this email. You will continue to receive monthly reminders until you are up-to-date with all of your compliance training.

Please keep in mind that training is an ongoing process and some training must be repeated at certain intervals depending on the individual training standard (e.g. HIPAA Privacy and Information Security every year, Driver Education every 3 years, etc.).

Additional information about mandatory compliance training can be found at:

[http://www.lsuhs.edu/administration/ocp/training\\_requirements.aspx](http://www.lsuhs.edu/administration/ocp/training_requirements.aspx)

If you have any questions or concerns, please contact Kelly Guth, Compliance Educator at [kguth@lsuhsc.edu](mailto:kguth@lsuhsc.edu) or (504) 331-5054.

Your assistance in ensuring LSUHSC-NO remains compliant with all applicable laws, regulations, audits, and policies is very much appreciated.

Best regards,

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