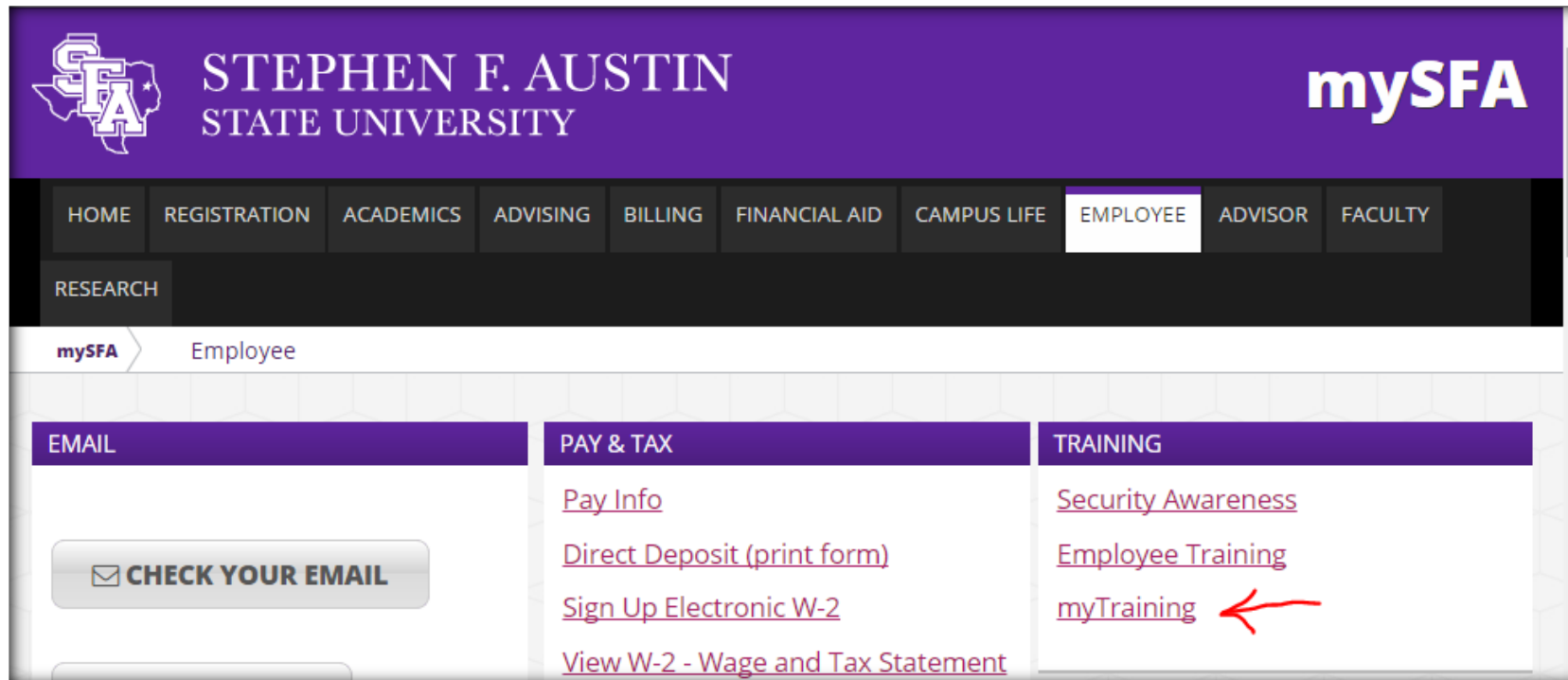


Employee Training

- Applicable to any employee flagged as requiring security awareness training.
- In mySFA under the Employee tab, select the myTraining link.
- The training will be available after login.
- Completed trainings will remain on the user's record and they will have the ability to print a certificate at completion.



The screenshot shows the mySFA website interface. At the top, there is a purple header with the Stephen F. Austin State University logo and the text "STEPHEN F. AUSTIN STATE UNIVERSITY" and "mySFA". Below the header is a navigation menu with tabs for HOME, REGISTRATION, ACADEMICS, ADVISING, BILLING, FINANCIAL AID, CAMPUS LIFE, EMPLOYEE, ADVISOR, and FACULTY. The EMPLOYEE tab is selected. Below the navigation menu, there is a sub-menu with tabs for RESEARCH, mySFA, and Employee. The mySFA tab is selected. The main content area is divided into three columns: EMAIL, PAY & TAX, and TRAINING. The TRAINING column contains links for Security Awareness, Employee Training, myTraining (highlighted with a red arrow), and View W-2 - Wage and Tax Statement. The EMAIL column contains a button labeled CHECK YOUR EMAIL.

NOTE: If an error is received on login close out of the error tab and select the link in mySFA again for access. SFA is working with the vendor to remedy this error as quickly as possible.

An error occurred while processing your request



You may continue working in another area of the system by clicking on another tab or link above.

[Return to Previous Page](#)