

# Why do I keep getting reminders?

*I completed this last year...*

Staff have begun receiving reminders telling them to renew their certifications before their present certification is about to expire. This is intentional. UC would very much for all of us to stay in compliance. Here's an example of what people will be seeing.

In this illustration the employee's certifications show as **Acquired**, as they are still current. But if you look closer, you'll notice multiple certification dates about to expire at a rate of one per month January through March.

The screenshot shows the 'TRAINING ANALYSIS' section of an administrator dashboard. It includes a search bar, filter options, and a table of training activities. The table has columns for Name, Code, Priority, Assigned Date, Due Date, Last Completed Date, Expiration Date, Assignment Type, and Assignment Status. Three rows are visible, with their 'Expiration Date' cells highlighted in yellow: 1/31/2018, 2/14/2018, and 3/24/2018.

Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
Document:A User Guide to the UCB Learning Center.pdf	BEOA309		2/12/2015				Recommended	Assigned
Document:Sexual Harassment/Sexual Violence Prevention Training Certification	BE-SVSA-Letter	High	1/30/2017	1/31/2018	1/31/2017	1/31/2018	Required	Acquired
eCourse:UC Cyber Security Awareness Training - Refresher Certification	SECURITY-RE-BE-ECO	High	2/13/2017	2/14/2018	2/14/2017	2/14/2018	Required	Acquired
eCourse:UC Sexual Violence and Sexual Harassment Prevention Training for Supervisors and Faculty Certification	AB1825-BE-ECO-2016	Critical	3/14/2016	3/24/2018	3/24/2016	3/24/2018	Required	Acquired

The reminder system in the Learning Center is programmed to send renewal alerts 30 days and 15 days prior to the expiration for each certification. This may translate to employees receiving more than one alert message when the expiration windows begin to overlap.

People need to decide for themselves, whether they prefer this staggered pace of renewing one certification per month, or not. If they would rather complete them all at once they are welcome to do so. The net results is they'll all come due again same time next year, with a net result of less reminders.

There is no penalty for early renewal.

To launch a class prior to expiration click on **START** next to the course name

### TRAINING ANALYSIS

This is a list of your required and recommended training. Use the View list to filter the activities that you see below.

Search:  [Help](#)

Filter by: Required and recommended View: All assigned training

Task: Add to development plan  Selected Items: 0 | Records: 4

<input type="checkbox"/>	Name ▲	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
<input type="checkbox"/>	<b>START</b> Document:A User Guide to the UCB Learning Center.pdf	BECO309		2/12/2015		3/26/2015		Recommended	Attended
<input type="checkbox"/>	<b>START</b> Document:Sexual Harassment/Sexual Violence Prevention Training Certification	BE-SVSA-Letter	High	3/15/2017	1/31/2018	1/31/2017	1/31/2018	Required	Acquired
<input type="checkbox"/>	<b>START</b> eCourse:UC Cyber Security Awareness Training - Refresher Certification	SECURITY-RE-BE-ECO	High	2/13/2017	2/28/2018	2/28/2017	2/28/2018	Required	Acquired
<input type="checkbox"/>	<b>START</b> eCourse:UC Sexual Violence and Sexual Harassment Prevention Training for Staff Certification	SVSAST-BE-ECO-2016	Critical	3/15/2017	4/13/2018	4/13/2016	4/13/2018	Required	Acquired

Or if you click on the course description, click on **START**

eCourse

## UC CYBER SECURITY AWARENESS TRAINING - REFRESHER

ATTENDED

35 Minutes

Attempt History

This Cyber Security Awareness training provides information and reminders on threats facing the University and what each of us can do to mitigate them. It is intended for those who have completed the University's Cyber Security [View More](#)

100%

**START**

### UC Cyber Security Awareness Training - Refresher

ACTIVITIES DETAILS

Alternative activities

**Additional Information**  
Below are the additional details about this activity such as facility, location and so on.

**Activity status** : Active

**Delivery method** : eLearning

**Code** : SECURITY-RE-BE-ECO

**Training organization** : UCB

**This activity can be completed by taking the following alternatives** :

UC Cyber Security Awareness Training

Library Details

Best of luck completing the materials and thanks for doing your part to make UC Berkeley a safer more secure workspace for all of us.