

Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

Procedure: ACME Required Course Report Procedure	
Effective Date: April 22, 2019	Reviewed/Revised:
References: HSCEP OP 10.05; Texas Government Code Chapter 572; Regents' Rule 03.01 and 3.02	
TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhscc.edu/compliance/	

Procedure Statement

The purpose of this procedure is to outline the process for running training reports from ACME.

Scope

To assist the compliance staff with the process of running ACME reports.

Procedure

1. Navigate to <http://elpaso.ttuhscc.edu/>
2. Click on Employee Links, located at the top of the screen
3. Click the eRaider tab located on the box in the middle of the screen
4. Click on the Web Raider link
5. Select the tab HSC HR El Paso
6. Under Workforce Education and Development on the right-hand side, select ACME Training
7. Sign in with eRaider
8. If you have outstanding lessons, you will need to click the Main Menu link at the top of the page. If you do not have outstanding lessons you will skip this step.
9. Scroll to Reports – Course Reports in the right hand column
10. Click on Compliance Required Course Report
 - a. Under the Courses drop-down menu, select the lesson from which you would like a report
 - b. Leave the Department drop-down menu blank
 - c. Leave the eRaider ID box empty
 - d. Do not change the start or end dates
 - e. Ensure the following boxes are checked
 - a. Include notes
 - b. Include requirements
 - c. Show me everything regardless of date
 - f. Click Run report
 - g. A message will appear at the top of the page indicating the report has been started and results will be sent to your email

Frequency of Review

As needed.

Review Date:

Revision Date: