

TEXAS MILITARY DEPARTMENT

**Equal Employment Opportunity (EEO) & Sexual Harassment**

**Online Training Instructions**

Texas Military Department (TMD) supports and values diversity and strives to maintain a workplace free of discrimination and harassment. Please review the TMD's EEO statement, Harassment Free Workplace, Sexual Harassment, and Disability Accommodation policies found in Chapter II of the [State Employee Policies & Procedures Handbook](#).

As a new State Employee, EEO & Sexual Harassment training is mandatory and must be completed within your **first 30 days of hire** and **again every two years**. Successful completion of these trainings through the Texas Workforce Commission Civil Rights Division (TWC-CRD) will meet the EEO training requirement as described in Title 40 Texas Administrative Code §819.24 and Texas Labor Code §21.010.

**Please read and follow all instructions below:**

1. The online Computer Based Training (CBT) courses are designed to be used with **Internet Explorer 8** (or higher) web browser. Do **not** use Google Chrome or Edge.
2. Please make sure **Adobe Flash Player** is loaded on the computer.
3. In the User Identifier field, enter **TMD 401 First and Last Name**. *ex. TMD 401 John Doe*
4. When you complete the course successfully, enter TMD 401 First and Last Name, print the certificate\*, close the certificate window and click **FINISH** to record your score in the database.
5. \*If you are unable to print the certificate, please record the completion number that will be furnished and forward that number to: [hr@military.texas.gov](mailto:hr@military.texas.gov).
6. **Return the certificate** to State Human Resources (Building 64-Camp Mabry), by FAX: (512) 782-5669 or by email: [hr@military.texas.gov](mailto:hr@military.texas.gov) within 30 days of your hire date.

Click here for "[Diversity, EEO & Discrimination Prevention](#)" training.

Click here for "[Recognition & Prevention of Sexual Harassment](#)" training.

**NOTE:**

- Each training will take approximately 30-50 minutes to complete. It must be completed in one session. You will not be able to bookmark and log out of the course and return to the same page. If you exit, you will be given a message to "resume" or "start" again.
- Within the session, you will be able to go back to previous pages and return where you stopped. Answers submitted cannot be changed.
- If you do not complete the course successfully, you must retake the course again.

If you experience technical difficulty, please contact TWC-CRD Training at 512-463-4650 or by email: [CRDTraining@twc.state.tx.us](mailto:CRDTraining@twc.state.tx.us)

(Rev. 11/5/18)