In order to meet state and federal requirements, as well as University policy, UC employees and students may be required to take mandatory training on specific topics. This includes UC faculty, staff, and student employees.

All New Faculty, Staff, and Targeted Student Workers ("faculty" includes all term-adjuncts and part time faculty) are required. Please see below for detailed instructions on how to log into the LawRoom System.

**LawRoom Log In Information:**

1. All new hires will receive an email from: “University of Cincinnati <admin@lawroom.com>” during their first week after their email account is set up and they have been processed in UC Flex as an active employee.
   a. The subject will be: Required HR Compliance Training.

2. Inside of the Email you will find the following:
   a. **Your Name**
   b. **Links to log in (using your University name and password)**
   c. **Which courses you are assigned**
   d. **Due dates for the courses**

3. The log in link will take you to the University log in screen where you will use your University Username (6+2) and your University Password to access the LawRoom website with a list of the courses you are to take.

4. A list of your currently assigned courses will appear. You can begin each course by clicking the [Start] button located next to each course. You can stop and continue from any point.
   a. [Start] will change to [Continue] if you are returning.

- Technical Issues: LawRoom Help Desk: 800-652-9546 or admin@lawroom.com
- UC Training Assignments: Mike Williams, Learning and Leadership Development at HRLearning@uc.edu
- Matter of Harassment of Discrimination: oeohelp@uc.edu
- Data Security or Privacy Concerns: infosec@uc.edu

Thank you for your support and compliance *Updated 02/02/16*