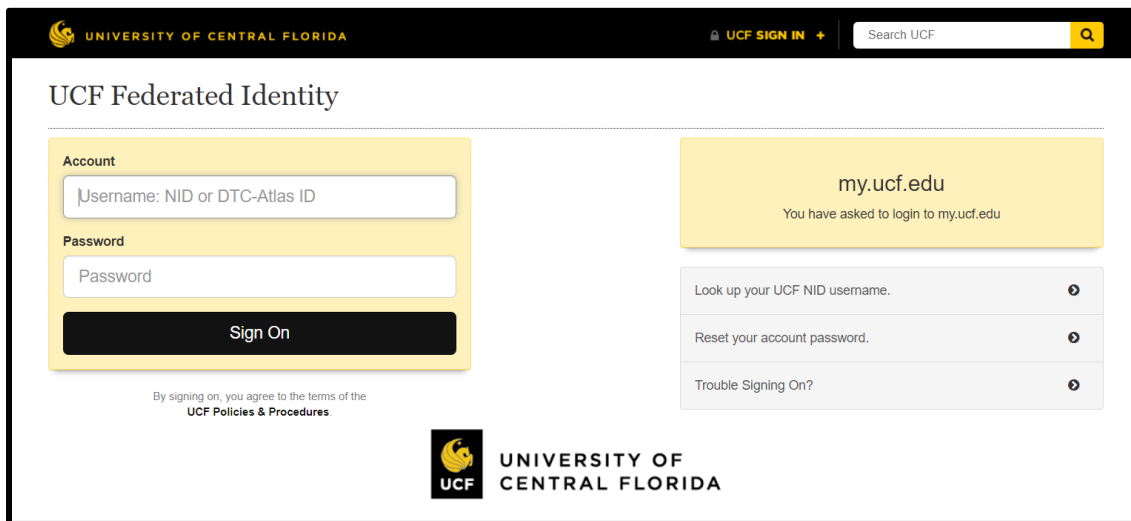
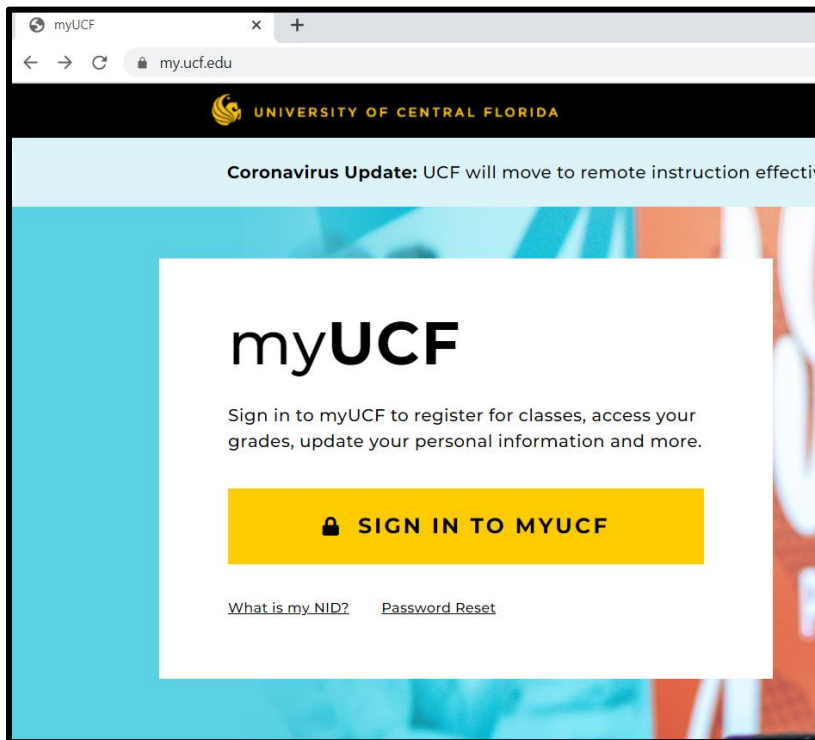


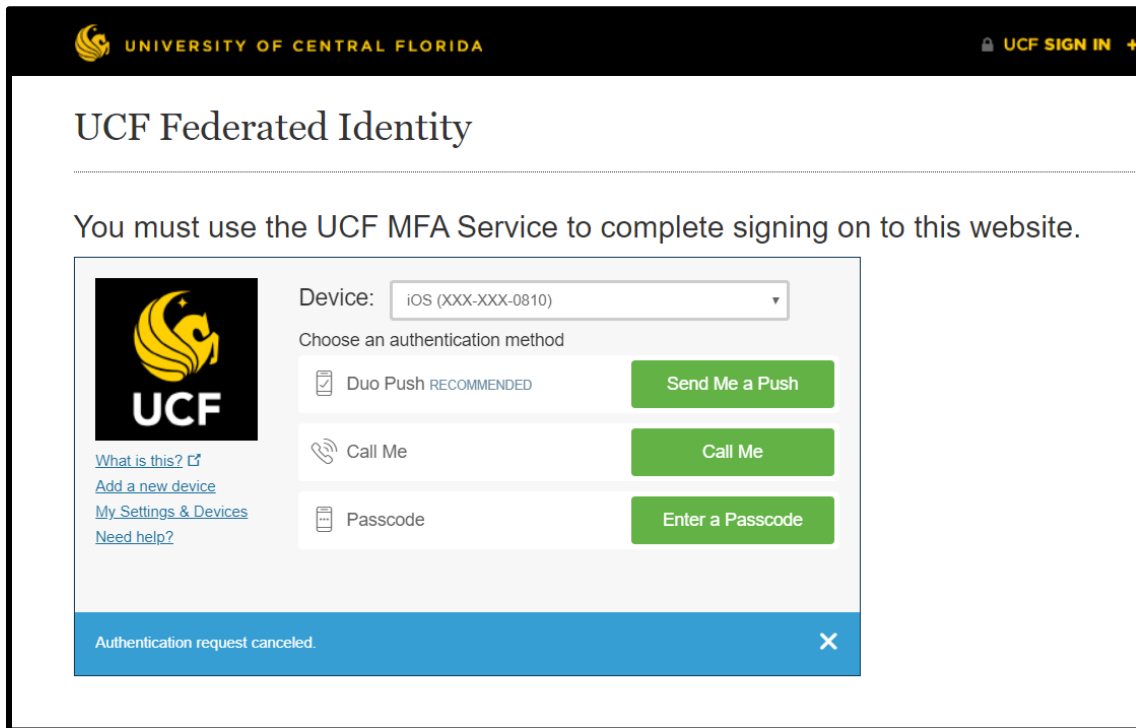
# KOGNITO at-risk for Faculty & Staff Course Completion Guide

[\(Versión en español\)](#)

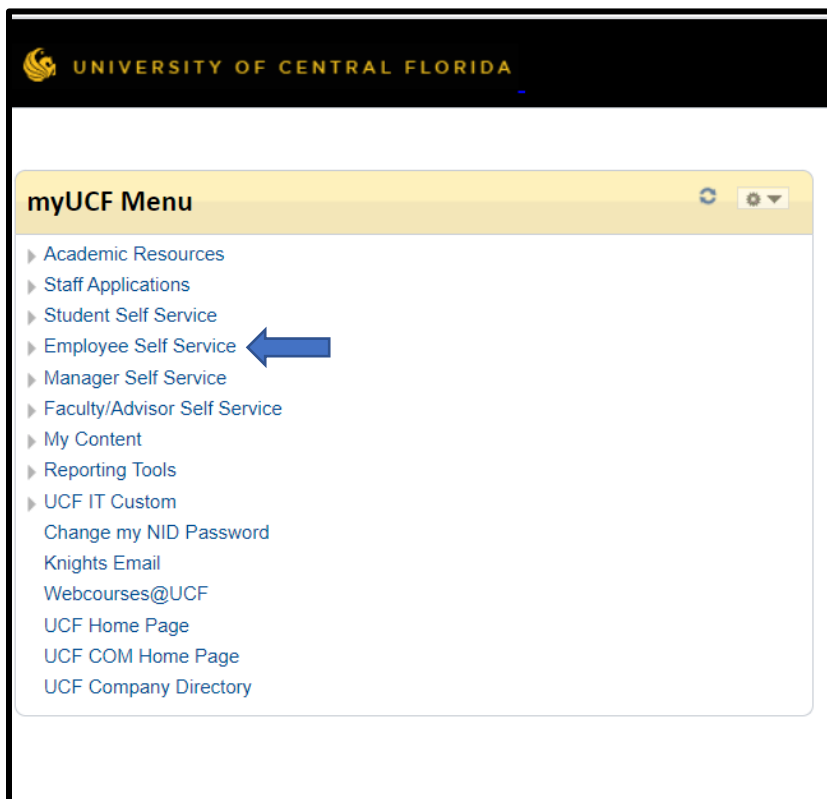
1. Register for the course through [myUCF \(my.ucf.edu\)](https://my.ucf.edu). Use your NID and password to log in.



You will likely be asked to authenticate your login. If you need help, contact the UCF IT Support Center to request assistance using multifactor authentication. Email: [servicedesk@ucf.edu](mailto:servicedesk@ucf.edu) | Website: [www.servicedesk.ucf.edu](http://www.servicedesk.ucf.edu) | Phone: (407) 823-5117



Once you are logged in to myUCF, click *Employee Self Service*.



Next, click *Learning and Development*.

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Employee Self Service

Please select from the links on the left.

- Academic Resources
- Staff Applications
- Student Self Service
- Employee Self Service**
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development**
  - User Guide
- Manager Self Service
- Faculty/Advisor Self Service
- My Content
- Reporting Tools
- UCF IT Custom
- Change my NID Password
- Knights Email
- Webcourses@UCF
- UCF Home Page
- UCF COM Home Page
- UCF Company Directory

Next, click *Request Training Enrollment*.

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Employee Self Service

Please select from the links on the left.

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Click *Search by Course Name*.

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Request Training Enrollment

Name  
Elizabeth Richner

Please choose one of the search methods below to find a course session.

- Search by Course Name
- Search by Course Number
- Search by Location
- Search by Date

Training Summary

Professional Training

Type in *Kognito at-risk* and click *Search*.

Request Training Enrollment

### Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name

[Return to Request Training Enrollment](#)

Click *View Available Sessions*.

Request Training Enrollment

### Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name

#### Course Details

Description	Course Detail	Course Number	Session Availability
Kognito at-risk for FAC & STF		PER227	<a href="#">View Available Sessions</a>

[Return to Request Training Enrollment](#)

Click the *Session Number* for the first available session and confirm your registration on the next screen. **IMPORTANT! Be sure to select the session with the next *future* date.**

Select a session number in the given list to view session details or to request enrollment in the session.

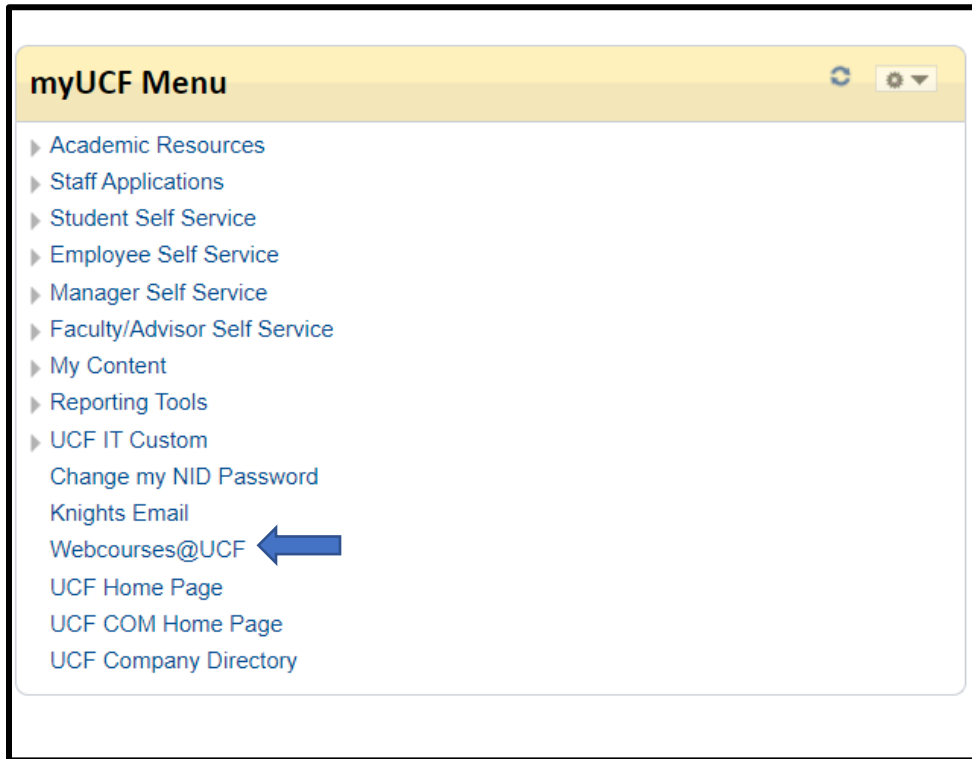
#### Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
<a href="#">0003</a>	1/2020	Webcourse - Available 24/7		0.0	778

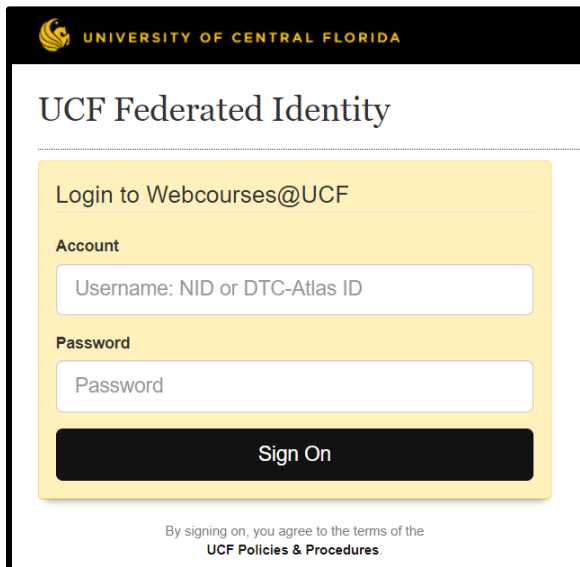
You will receive an email shortly confirming your registration. After that, you will be able to access the training through Webcourses. *You should now be able to access the course, even if your section date is in the future.*

## 2. Access Kognito through Webcourses

Navigate to [Webcourses.ucf.edu](https://webcourses.ucf.edu) or click on the Webcourses@UCF link in myUCF.

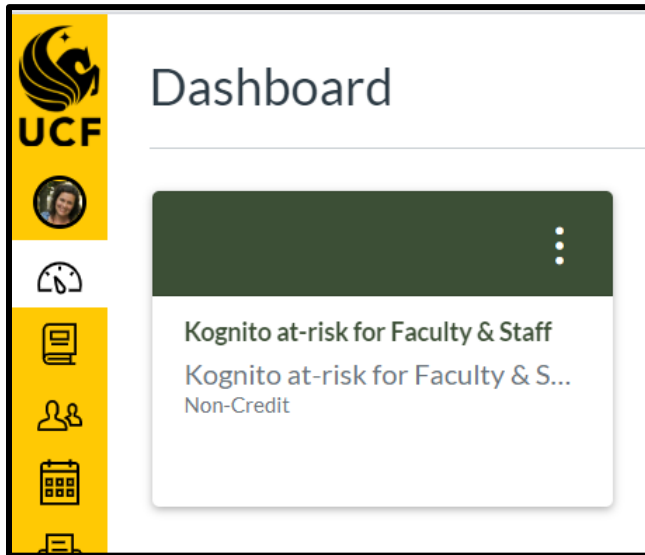


If prompted, log in using your NID and password.

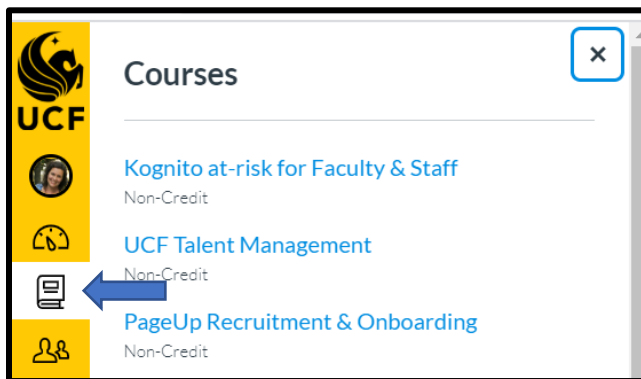


The image shows a screenshot of the UCF Federated Identity login page. The page has a black header with the UCF logo and the text "UNIVERSITY OF CENTRAL FLORIDA". Below the header, the text "UCF Federated Identity" is displayed. The main content area is a yellow box with the title "Login to Webcourses@UCF". It contains two input fields: "Account" with the placeholder text "Username: NID or DTC-Atlas ID" and "Password". Below the input fields is a black "Sign On" button. At the bottom of the page, there is a small text line: "By signing on, you agree to the terms of the UCF Policies & Procedures".

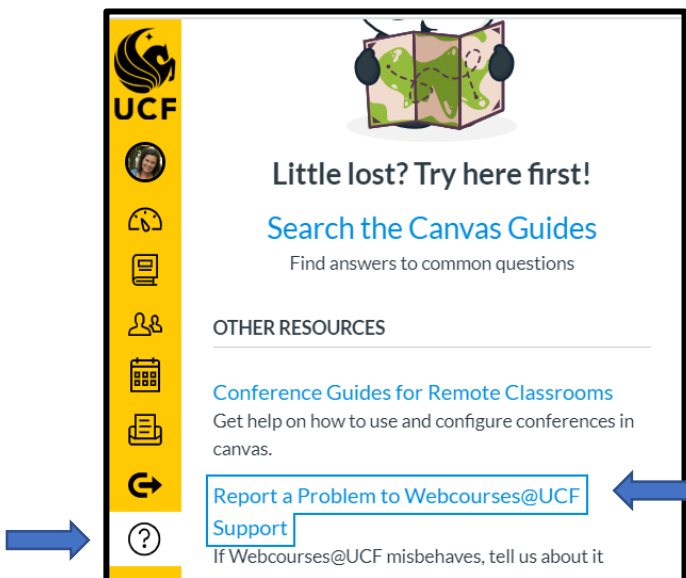
Kognito will appear on your Webcourses dashboard.



If Kognito does not appear, check your *Courses* list.



If you still do not see Kognito, *wait 24 hours and check again. If you still do not see Kognito, then ask for help.* During periods of high volume, it can take our system some time to process your registration.



### 3. Take the Course

The Kognito at-risk for Faculty and Staff Webcourse contains all the instructions you need to complete the online training module. Please read the instructions carefully, work through the Kognito training module, and download your certificate of completion. That's it!

#### Welcome to the UCF Kognito at-risk for Faculty & Staff\*

This training simulation is recommended by the Florida Board of Governors for all employees in the State University System (SUS), and will help UCF faculty, staff, OPS, and student employees identify and respond to students of concern.

The Kognito At Risk Training will take you through a series of simulations on how to identify warning signs and respond to students who may be at risk. You will practice the necessary steps to take if you engage with a student of concern in a potentially at-risk situation, and learn about the resources available at UCF to help them. The course will take approximately 40 minutes.

#### What to do:

- 1. Complete the Kognito training.**
  - Click Next at the bottom of this page, and then click the button on the following page to load the Kognito training in a new window.

Due	No Due Date	Points	1	Submitting	an external tool
Select the button below to load the Kognito training in a new window. When you are finished, please download the completion certificate.					
This tool needs to be loaded in a new browser window					
<a href="#">Load Kognito Test in a new window</a>					

**Thank you for completing the Kognito at-risk for Faculty & Staff Training.  
With your help, UCF will be better able to serve and support our students.**

**If you need additional assistance with UCF course access, please contact [hrconnection@ucf.edu](mailto:hrconnection@ucf.edu).  
If you have issues with the Kognito training module, email [support@kognito.com](mailto:support@kognito.com), or call 866-449-8834.**