



Monitoring Kognito Training Completions

The Florida Board of Governors (BOG) requires all state university employees to complete [Kognito's At-Risk for Faculty and Staff online training](#). All University Faculty, Staff and OPS Classifications (Adjunct Faculty, Graduate Assistants, Resident Assistants and Temporary OPS (non-students) are required to complete the training. Employees **MUST** complete the training in its entirety to receive credit. Employees are issued a Certificate of Completion from Kognito upon completing the training.

How Do Employees Complete Kognito Training?

- Visit the [Kognito webpage](#) on the FSU University Counseling Center's website.
- Sign in with your FSU account credentials. To sign in, you must be an FSU employee with an active job in OMNI.
- Launch Kognito's *At-Risk for Faculty and Staff* mental health awareness training.
- Follow the on-screen instructions to complete the training simulations.
- Receive your Certificate of Completion at the end of the training.

Kognito Training completions are downloaded from Kognito's Training Report and transferred to OMNI employee training records weekly (typically on non-holiday Mondays).

Monitoring NEO Completions

Department Representatives should monitor Kognito Training completions for their department using the following HR OMNI query.

- **FSU_HR_TRN_BOG_KOGNITO** - This query returns employees by Department ID who have and have not completed 100% of the *Kognito At-Risk for Faculty and Staff Training*.

Access and Run Query

- Login to **myFSU**
- Click the **HR Module Link** under myFSU links
- Click the dropdown menu and select either:
 - **Manager Self Service > Reporting Tools > Query Viewer**
 - or
 - **Department Administration > Queries and Reports > Query Viewer**
- Search for Query Name begins with **FSU_HR_TRN_BOG_KOGNITO**
- Enter the Department ID



Important notes

- The Kognito Training application is not interfaced with OMNI and the results are not in real-time. Training completions are retrieved from a Kognito Training Report and transferred to the employee's training record in OMNI weekly, on non-holiday Mondays. Employees completing the training between upload dates will be credited in OMNI the following week.
- Certification of NEO Completion does not automatically provide credit for the Kognito Training requirement. Active employees must log in to [Kognito's At-Risk for Faculty and Staff online training](#) through the FSU SSO application and complete 100% of the training. Employees successfully completing the training are issued a Certification of Completion from Kognito for their records. Do not send Certificates of Completion to training@fsu.edu for credit. Credit is provided weekly from Kognito System-generated reports.

Reviewing Training Summary through Self-Service

- Employees can review their training summary to check for Kognito Training Credit (COKOG1) through Employee Self-Service.

Navigation: myFSU > HR > Employee Self Service > Learning and Development > Training Summary

- Managers can review training summaries for their direct and indirect reports to verify Kognito Training Credit (COKOG1) through Manager Self-Service

Navigation: myFSU > HR > Manager Self Service > Learning and Development > Training Summary > Select Employee

Questions?

Contact the Office of Training and Organizational Development at training@fsu.edu.