Campus Programs for Minors
Child Protection Training Instructions

To complete the Texas A&M University System Child Protection Training through the Internal Gateway (for A&M employees -not program volunteers), please follow the directions below.

1 VISIT THE TRAINING PORTAL WEBSITE

A. Log into the TAMU SSO website (sso.tamu.edu) and select "TrainTraq". Select Course catalog and find the course **Child Protection Training-Approval Number CPM12-0066 (Course #2111652)**

B. OR Access the website through the CPM Website. Go to CPM.tamu.edu -> Compliance -> Child Protection Training. Select the maroon oval that is labeled "TRAINING – TAMU EMPLOYEES".

2 CLICK START

3 ENTER THE FOLLOWING IN THE BLANKS

First name

Last name

Employer

TAMUS Member: M – Texas A&M University

Work Address (Optional)

Work City (Optional)

Work State (Optional)

Work Phone (Optional)

How you heard about the course (will most like be through the organization sponsoring the event)

4 CLICK SAVE

5 CLICK START COURSE

6 CERTIFICATE WILL BE SENT TO YOUR EMAIL

Upon successfully completing the course, an email will be sent to the address associated with your SSO account. the email will contain a link to the completion certificate.

7 DOWNLOAD THE CERTIFICATE

You must download the certificate as a .pdf, save it, and submit it to your program sponsor. Please do not forward the email with the link to your program sponsor.

This training is valid for 2 years, so we recommend that you hold onto the document, in case you will need it in the future.

University Youth Programs
Office of University Risk, Ethics, & Compliance