

To: all faculty, staff and student employees
Re: Important documentation for you to complete

Each year all employees are asked to review and acknowledge the State of Louisiana Employee Substance Abuse and Drug Free Workplace Policy. Distribution of this information is required by both state and federal law.

The Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101.226, Sec 22, Drug-Free Schools and Campuses, **requires that all students and employees be furnished annually with written information** regarding the drug prevention program in order to receive federal funding in compliance with title 34 of the code of Federal Regulations Part 86. Additionally, distribution of this information **is required by the Louisiana State Office of Risk Management** and is reviewed annually as part of the University's Risk Management Audit.

All faculty, staff and student employees have been enrolled in a short course in Blackboard called 301001, State of LA Substance Abuse Policy, HR, sections 01, 02, 03 or 04. Employees will be able to meet the requirements of the federal and state laws by reading the policy and signing off on it online.

Following is a brief step-by-step procedure for employees to follow to access the Blackboard System and complete the documentation:

1. Click on the Blackboard name on the bottom of the Southeastern Home Page. This will bring you to the Log In page for Blackboard

BLACKBOARD

2. Enter your user name (w#) and your email password, then click Login

USER NAME: W1234567 (Include the W)

PASSWORD:

3. On the right hand side of the page, under "My Courses", you will see the words **"Courses in which you are enrolled"** in bold letters
4. Click on the course title 301001, State of Louisiana Substance Abuse Policy, HR. The numbers 01, 02, 03 or 04 simply represent the section in which you are enrolled

Example:

 [301001 04: State of LA Substance Abuse Policy, HR sec04](#)

5. On the left side of the page is a list of topics: Announcements, Welcome, Staff Contact Info, Substance Abuse Policies and Drug Policy Acknowledgement

Announcements

Welcome

Staff Contact Info

Substance Abuse Policies

Drug Policy Acknowledgement

6. Click on each topic to read the content. When you have completed reading that section you may go to the next topic.
7. On the Substance Abuse Policies page, please click on the underlined topics in order to view the policies. After viewing each policy, you may re-click on the topic title “Substance Abuse Policies” at the left of your screen to access the remaining policies.



State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policy

Review of this document is *required* in order to complete the mandatory acknowledgement process.



Additional Substance Abuse Policies

This folder contains three additional drug policy documents which impact faculty and staff at Southeastern Louisiana University. It is recommended that they be reviewed; however, there are no assessment questions for them.

8. On the Drug Policy Acknowledgement page click on the underlined words: Policy Acknowledgement. Click the top BEGIN to start the policy acknowledgement process. You will see Instructions and then, the following:

Question 1 Fill in the Blank

100 points

I have read, understand, and agree to the terms and conditions of the State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policy.

SAVE and SUBMIT

9. There is a box available for you to type in the word “yes” to indicate that you have completed the acknowledgement process. Type in “Yes” and click the top Save and Submit button.

Question 1 Fill in the Blank

100 points

I have read, understand, and agree to the terms and conditions of the State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policy.

YES

SAVE and SUBMIT

10. After you click Save and Submit, you will be asked to confirm the Assessment submission. Click OK. Once you have submitted your response, you will have completed the requirement. Click OK in the lower right corner to review the results. Then click OK again. You may then click on the LOGOUT icon on the top of the page to exit the system.



All employees are asked to complete this process NO LATER THAN May 6, 2011. If you need assistance or have any questions please call the Human Resources Office, Training Section, at extension 5771. Thank you for your cooperation in completing this important compliance requirement.

Sincerely,

Jessie R. Roberts
Human Resources Director