

Compliance and Training System (CATS) Frequently Asked Questions

1. How do I login to the Compliance and Training System (CATS)?

Access for faculty, staff and students is available through Single Sign-On (SSO) through the below link:

www.lsuohsc.bridgeapp.com

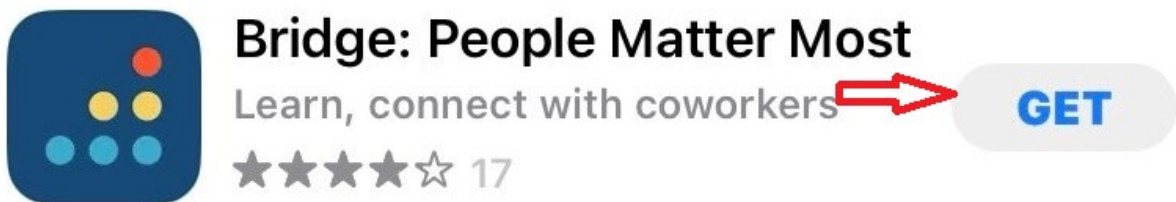
If you have issues on campus with this URL, use – <https://lsuohsc.bridgeapp.com>

Access for LSUHSC-NO affiliates is available through the below link:

www.affiliate-lsuohsc.bridgeapp.com

2. Is there a mobile phone app on an iOS device for CATS?

Yes, Bridge is the third-party vendor LSUHSC-NO uses for CATS. Therefore, you will download the app for Bridge. You can download this mobile app to use CATS through your App Store. Select the Bridge: Learn & Develop app.

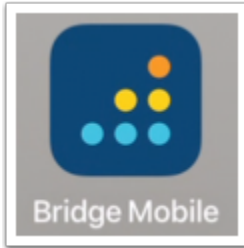


Tap the **Install** button.

Note: The App Store may ask you for your Apple password to download the mobile app.

When the app is downloaded and installed onto your iOS device, you can access the app immediately by tapping the **Open** button.

View App on iOS Home Screen



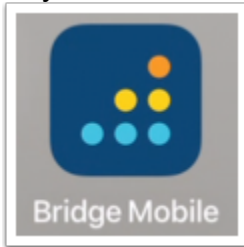
3. *How do I sign into the Mobile app on an iOS device?*

The Bridge Mobile app uses the same logon procedure as on your laptop through your single sign-on (SSO) authentication.

The Bridge Mobile app will ask for the University's URL, which is lsuhsc.bridgeapp.com.

The images below show a phone display. Unless otherwise noted, directions are the same for a tablet. All communication between Bridge and the Bridge Mobile app is encrypted over HTTPS.

Open your device and tap the **Bridge Mobile** icon.



Enter lsuhsc for the work domain. Then tap the **Continue** button [2].



1

Enter your work domain

work-domain

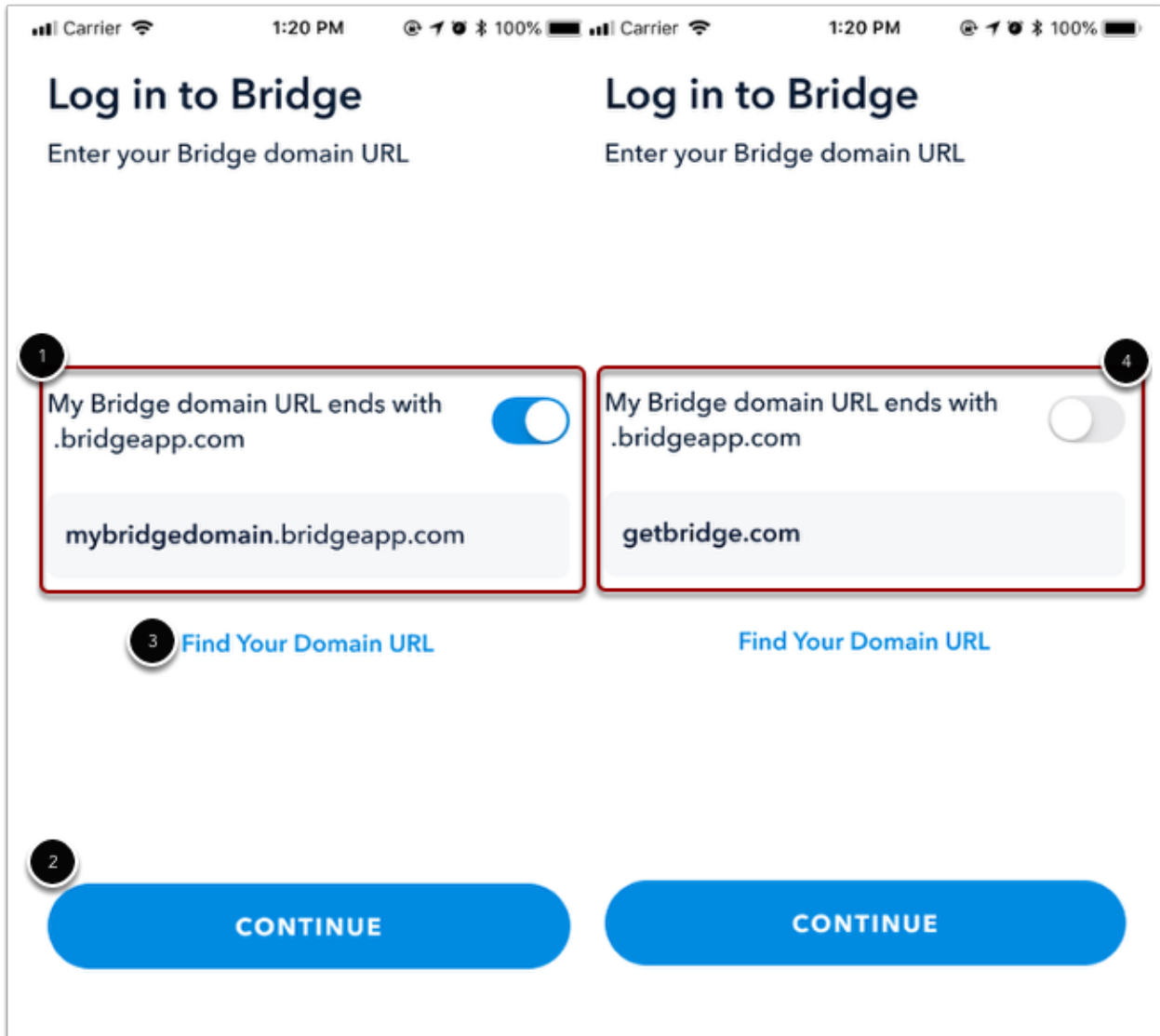
<https://work-domain.bridgeapp.com>

2

CONTINUE

3

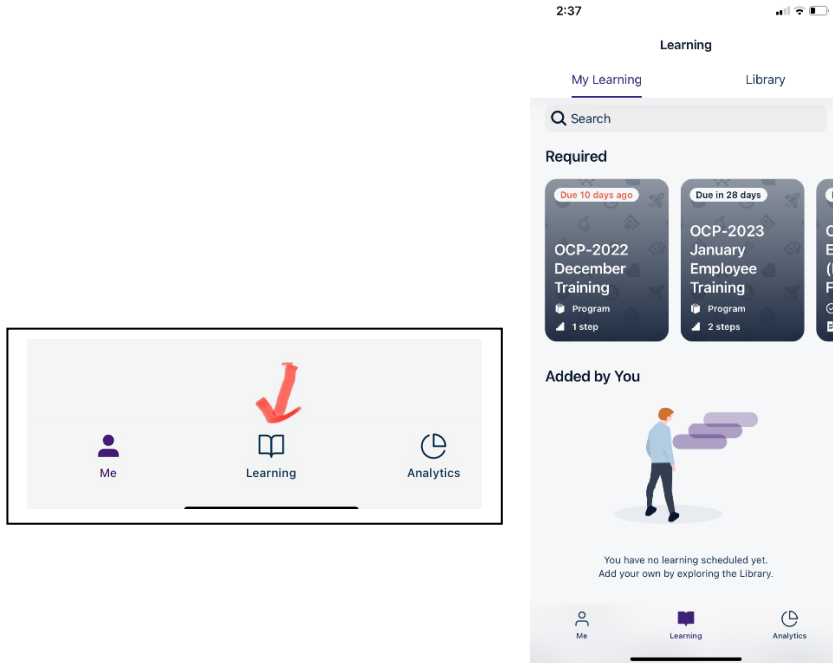
Find your work domain



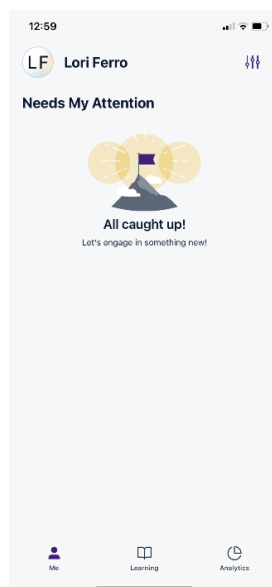
Then enter your LSUHSC – NO credentials.

4. How do I determine if I have outstanding trainings through the Mobile App?

Choose the “Learning” tab, from the bottom of the screen. You will see the “Required” (i.e. Outstanding trainings), “Added by You”, and “Completed” sections.



Please Note: The default screen when you open the mobile app is under the “Me” tab, “Needs My Attention”. You will only see items that need your “Approval” and items that need immediate attention (i.e. checkpoint approvals, registration for an upcoming live training,).



5. How do I obtain my transcript of trainings completed prior to January 1, 2023, in LSUHSC-NO's Knowledge Delivery System (KDS)?

KDS is still available to all faculty, staff, students, and affiliates to view transcripts, certificates, and forms for 2022 and prior years. Log in to KDS as you did in the past and select the "Transcripts & Certificates" tab at the top of the landing page.

Instructions for accessing KDS:

- If you are **ON campus**, you can click on this link <https://intranet.lsuohsc.edu/ctms/kds/home/> and you will need to enter your username and password associated with your LSU account.
- If you are **OFF campus**, you can log into LSU's Remote Access Portal at <https://remote.lsuohsc.edu/>. You will need to enter your logon credentials, select '**Web Connect**' from the drop-down menu, click '**Sign on**', and select the '**Knowledge Delivery System (KDS)**' link listed under the '**Web Bookmarks**'. If the KDS link does not appear or is not functional, copy and paste the link above into a web browser.

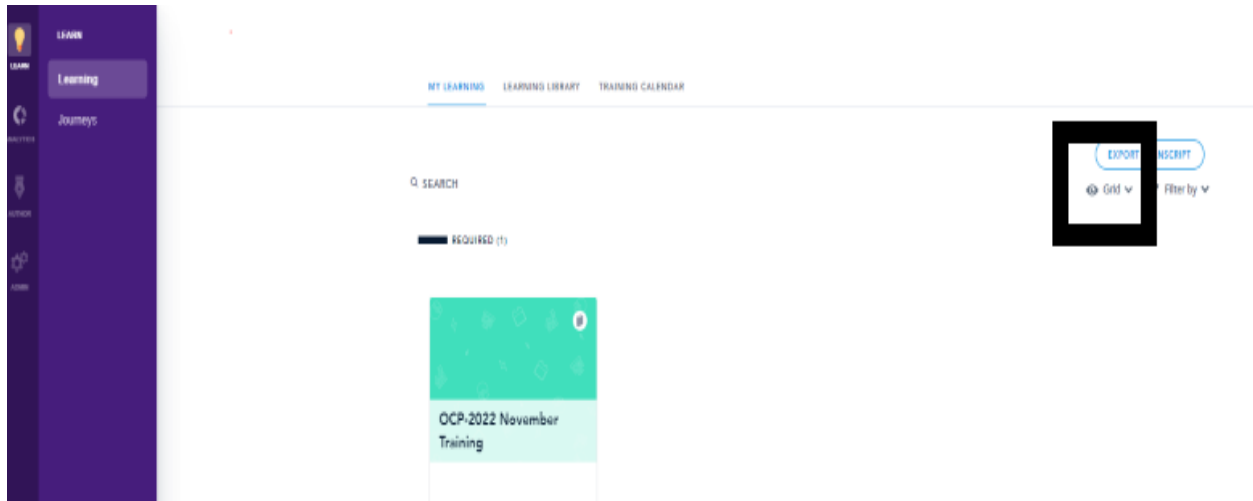
6. What if I did not complete some of my assigned training in KDS by December 31, 2022?

All training that was outstanding as of midnight December 31, 2022, will be uploaded and available for faculty, staff, students, and affiliates to complete in CATS.

7. How do I access my training after logging into CATS?

After logging in to CATS, you will be taken to your Learning Landing page.

- "Required" trainings will be at the top. This section includes all of your trainings that you must complete. These programs/courses will turn red when overdue. This section will not appear if you have no current outstanding trainings to complete.
- "Completed" trainings will be listed under the "Required" trainings section.



8. Will I receive notifications on what trainings are due?

Yes!

You will receive a summary email once a week. This email will include all overdue learning items and any learning items that are due within the next seven days.

9. Which training modules are available for self-assignment in the CATS Learning Library?

Self-assignment in CATS is currently only available for the OCP-Photography and Videography of Research Animals course, which is required for all those employees and students working on a protocol with live animals. **Note:** *This is currently the only course available because it is a course only taken once.*

10. How do I have research related courses assigned to me?

Contact the Office of Compliance Programs through email at nocompliance@lsuhsc.edu to request specific assignments.

11. How do I access training content in a separate window?

Training content for all modules can be accessed at any time on the Office of Compliance Programs website. You can click on the training module you would like to view at the top of the page, and it will bring you directly to that section.

Continuing Compliance Education

As part of your employment and/or enrollment at LSUHSC-NO, you are required to complete training in accordance with federal and state laws and regulations and Louisiana State University policies. The Compliance Training Policy can be viewed under Policies and Procedures.

Training Required for EMPLOYEES

[Code of Conduct](#)
[HIPAA Privacy](#)
[Information Security](#)
[Quarterly Safety Meetings](#)
[Security and Confidentiality Statement](#) (only required for employees WITH an LSU logon ID)
[FERPA](#)
[Compliance Update](#)
[Bloodborne Pathogens](#)
[The Drug-Free Workplace and Campus](#)
[Americans with Disabilities Act of 1990 Policy \(ADA\)](#)
[The Family and Medical Leave Act \(FMLA\)](#)
[Driver Safety](#) (only required for employees who travel on State business)
[Violence in the Workplace](#)
[Sexual Harassment](#)
[Return to Work/Worker's Compensation](#)
[Equal Employment Opportunity Policy \(EEOC\)](#)
[Ethics Training](#)

Training Required for STUDENTS

[Code of Conduct](#)
[HIPAA Privacy](#)
[Information Security](#)
[Quarterly Safety Meetings](#)
[Security and Confidentiality Statement](#) (only required for students WITH an LSU logon ID)
[FERPA](#)
[Compliance Update](#)
[Bloodborne Pathogens](#)
[The Drug-Free Workplace and Campus](#)
[Nursing School Attestation](#) (for nursing students only)
[Attestations](#)
[Violence in the Workplace](#)
[Sexual Harassment](#)

Training Required for AFFILIATES (assignment of modules will vary based on requisite duties)

[Code of Conduct](#)
[HIPAA Privacy](#)
[Information Security](#)
[Quarterly Safety Meetings](#)
[Security and Confidentiality Statement](#) (only required for affiliates WITH an LSU logon ID)
[FERPA](#)
[Compliance Update](#)
[Bloodborne Pathogens](#)
[The Drug-Free Workplace and Campus](#)
[Americans with Disabilities Act of 1990 Policy \(ADA\)](#)
[The Family and Medical Leave Act \(FMLA\)](#)
[Driver Safety](#) (only required for individuals who travel on State business)
[Violence in the Workplace](#)
[Sexual Harassment](#)
[Return to Work/Worker's Compensation](#)
[Equal Employment Opportunity Policy \(EEOC\)](#)
[Ethics Training](#)

Training Standard: Information Security

Audience: All Employees and Students who have an LSU logon ID

Expiration: Annually. Click [here to view](#) the Expiration Schedule

Number of Lessons: Four (see below)

Training Options: Online Lesson with Test

Instructions to Comply: Click [here](#) for instructions to KDS

Completion Date: New hires/students must complete within 90 days. Existing employees/students must complete within 30 days.

Training Content:

- Click [here](#) to view the Basic End User Lesson.
- Click [here](#) to view the Malware Lesson.
- Click [here](#) to view the Social Engineering Lesson.
- Click [here](#) to view the Cloud Computing Lesson.
- Click [here](#) to view the Cybersecurity Lesson.

Additional Training: You may be required to complete additional training on this topic based upon the work that you do. The special Information Security training modules listed below are required FOR the following personnel. Click [here to view](#) the Expiration Schedule.

- Executives -- click [here](#) to view the Lesson
- I.T. -- click [here](#) to view the Lesson
- Supervisors -- click [here](#) to view the Lesson

Contact Person: Office of Compliance Programs nocompliance@lsuhsc.edu

Links to Training Resources:

- [LSUHSC-NO Compliance Training Policy](#)
- [LSUHSC-NO Compliance Training Content](#) – Links to the current content of all training modules are in the information section provided under each training module on the Office of Compliance Programs website.
- [LSUHSC-NO Monthly Training Schedule](#)
- [CATS User Guide](#)
- [CATS – Research Self-Assignment User Guide](#)
- [Office of Compliance Programs Website](#)

Office of Compliance Programs Contact Information

Please email nocompliance@lsuhsc.edu with any questions!

Versions:

January 9, 2023 Published

December 9, 2024 Revised