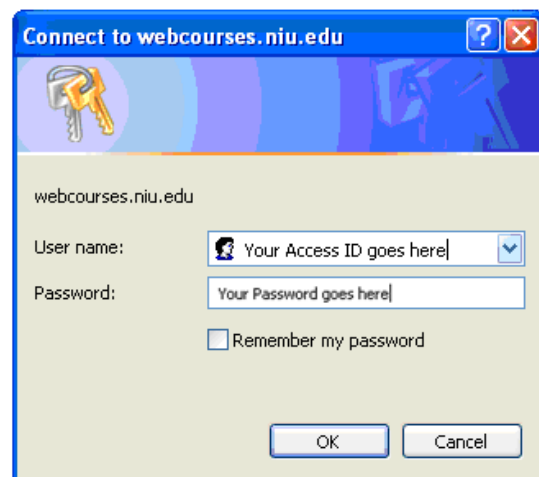
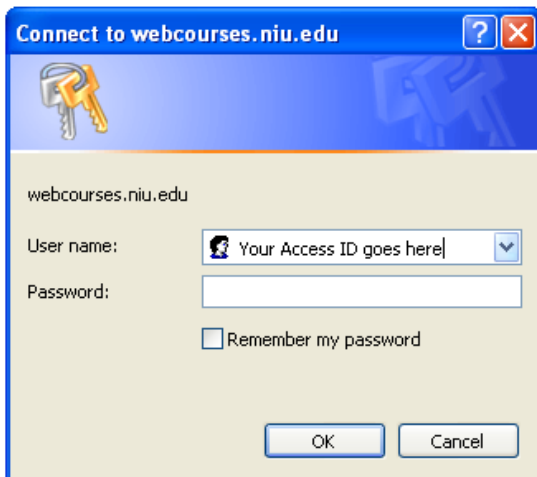


## Faculty & Staff Viewing a Secure Job Aid



After selecting a Job Aid on the MyNIU Training Website an access box will pop-up. Enter your University Access ID and Password and click OK to continue opening the Job Aid. You will only be able to access Job Aids appropriate to your department or job description as defined by your security access. If access is denied, you will see this message.

Error: 401

# Forbidden

That action is not authorized. Please ensure that you are authenticated.

**Close window and request permission from your department.**