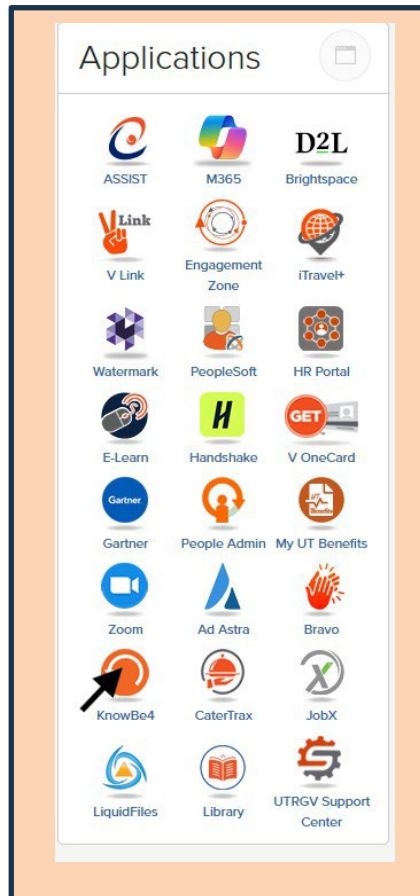


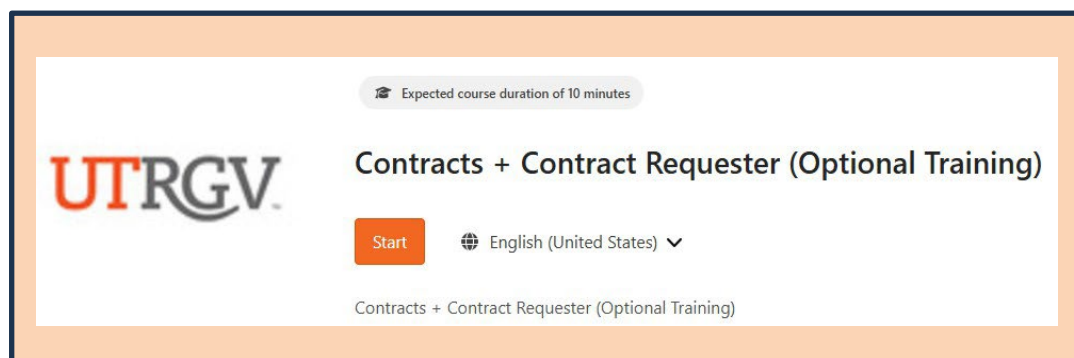
# Quick Reference Guide

## How to - Access KnowBe4 Training Requestor Role

1. Log in to [my.utrgv.edu](https://my.utrgv.edu) and click on **KnowBe4**



2. Locate **Training** tab at top of webpage. Scroll down and select the “**Contracts + Contract Requestor (Optional Training)**” and select “**Start**”.



3. A pop-up window will open to start training, complete the self-training.



4. Once training has been completed, please forward a screenshot of the training module showing "Completed" or forward the email you receive on training completion to [purchcontracts@utrgv.edu](mailto:purchcontracts@utrgv.edu). You will receive an email once the Requestor role is granted by Procurement.



For questions on research contracts please contact [rcia@utrgv.edu](mailto:rcia@utrgv.edu) or visit the [Contracts & Industry Agreements](#) website for more information on the contract process, required forms, and additional details.