

How to Register for Required Training

1. Log in to your MySLCC account.

Salt Lake Community College [Reset Password](#)

Sign in to your account

User Name Password Sign In

Stay Signed In

[First Time Users](#)
[Look Up Your Student Number \(S#\)](#)

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2. Select the Employee Tab.

HOME ADVISOR EMPLOYEE

3. In the box titled Employee Training, click "Register for Training".

Employee Training

- ▶ [Information Technology \(OIT\) Training](#)
- ▶ [Register for Training](#)

4. Select "Register for Training" again.

Training Registration

[Register for Training](#)

You are not currently registered for any training sessions.

5. In the pull down menu for Training/Department, select "Required Training".

Training Registration

Training/Department: Required Training

Course:

Search Cancel

6. In the pull down menu for Course, select the course you wish to register for. Click "Search".

7. There may be more than one option. Select the option with the most reasonable “Complete By:” date for you. Click [“View Details”](#).
8. Review the information provided. Click [“Register”](#).

Register

9. A confirmation email will be sent automatically to either your BruinMail email account, or your slcc.edu Outlook email account. Be sure to check both emails and your spam folder.
10. The email confirmation will provide you with the links you need in order to complete the training. If you do not receive the confirmation email, please contact Required Training at requiredtraining@slcc.edu or call (801) 957-4637.