

# REQUIRED TRAINING

Step-by-Step Instructions for Employees

# Americans with Disabilities Act (ADA)

*Renew Every 2 Years*

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1. Register for the ADA training course – click [here](#) for instructions.
2. Immediately after you register, you will receive a confirmation email to either your BruinMail or SLCC Outlook account. This email contains the links you need to complete the training.
  - a. If you do not receive a confirmation email, you can also go to the Required Training webpage to access the links.
    - i. <http://www.slcc.edu/requiredtraining/required-training-courses.aspx>
3. First, view the ADA training presentation.
4. After you have viewed the training presentation, select the link to the completion form and log in using your MyPage username and password.
5. Your training transcript will be updated within 24 hours following submission of the completion form. For instructions on how to access your training transcript, click [here](#).

# Anti-Discrimination/Harassment Avoidance (ADHA)

*Renew Every 2 Years*

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1. Register for the ADHA training course – click [here](#) for instructions.
2. Immediately after you register, you will receive a confirmation email to either your BruinMail or SLCC Outlook account. This email contains the links you need to complete the training.
  - a. If you do not receive a confirmation email, you can also go to the Required Training webpage to access the links.
    - i. <http://www.slcc.edu/requiredtraining/required-training-courses.aspx>
3. First, view the ADHA training presentation.
4. After you have viewed the training presentation, select the link to the completion form and log in using your MyPage username and password.
5. Your training transcript will be updated within 24 hours following submission of the completion form. For instructions on how to access your training transcript, click [here](#).

# Family Education Rights & Privacy Act (FERPA)

*Renew Every 2 Years*

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1. Register for the FERPA training course – click [here](#) for instructions.
2. Immediately after you register, you will receive a confirmation email to either your BruinMail or SLCC Outlook account. This email contains the links you need to complete the training.
  - a. If you do not receive a confirmation email, you can also go to the Required Training webpage to access the links.
    - i. <http://www.slcc.edu/requiredtraining/required-training-courses.aspx>
3. When you receive the confirmation email, select the link for the FERPA Training Course. You will log in using your MyPage username and password.
4. Your training transcript will be updated within 24 hours following completion of the training. For instructions on how to access your training transcript, click [here](#).

# OSHA & Emergency Procedures

*Renew Every 3 Years*

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1. Register for the OSHA & Emergency Procedures training course – click [here](#) for instructions.
2. Immediately after you register, you will receive a confirmation email to either your BruinMail or SLCC Outlook account. This email contains the links you need to complete the training.
  - a. If you do not receive a confirmation email, you can also go to the Required Training webpage to access the links.
    - i. <http://www.slcc.edu/requiredtraining/required-training-courses.aspx>
3. First, view the OSHA & Emergency Procedures training presentation.
4. After you have viewed the training presentation, select the completion form and log in using your MyPage username and password.
5. Your training transcript will be updated within 24 hours following submission of the completion form. For instructions on how to access your training transcript, click [here](#).

# Workplace Violence (WPV)

*Renew Every 3 Years*

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1. Register for the WPV training course – click [here](#) for instructions.
2. Immediately after you register, you will receive a confirmation email to either your BruinMail or SLCC Outlook account. This email contains the links you need to complete the training.
  - a. If you do not receive a confirmation email, you can also go to the Required Training webpage to access the links.
    - i. <http://www.slcc.edu/requiredtraining/required-training-courses.aspx>
3. First, view the WPV training presentation.
4. After you have viewed the training presentation, select the completion form and log in using your MyPage username and password.
5. Your training transcript will be updated within 24 hours following submission of the completion form. For instructions on how to access your training transcript, click [here](#).