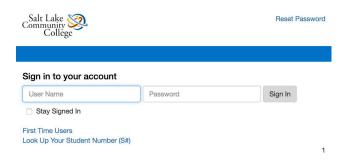
## How to Register for Required Training

1. Log in to your MySLCC account.



2. Select the Employee Tab.



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



4. Select "Register for Training" again.



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



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

- 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.