



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance



Administration of Finance Information Technology • 657-278-3737 • Fax 657-278-5599

Employee Training Center • employeetrainingcenter@fullerton.edu • 657-278-2064

CSU Equivalent Training – Instructions

To update history for compliance course(s) you have taken at another institution (including CSUs), please follow the instructions below.

- NOTE: These instructions should only be followed after submitting a request to spd@calstate.edu and receiving confirmation from the Chancellor's Office that your request has been processed.

Processing Steps	Screen Shots
<p>Step 1:</p> <p>Go to http://training.fullerton.edu and select 'ETC Login' located under 'Quick Links' on the left-hand side of your screen.</p>	 <p>The screenshot shows the 'Administration and Finance Training and Development' website. The 'QUICK LINKS' menu on the left includes 'ETC Login', 'Brochure', 'About Us', 'Guidelines', 'Contacts', 'FAQs', and 'Training Sessions'. A green box highlights the 'ETC Login' link, with a green arrow pointing to it. The main content area features the 'Employee Training Center' and 'FEATURED ONLINE CLASSES' with icons for 'Campus Health and Safety Requirements - Online', 'Defensive Drivers Training - Online', 'Data Security & Privacy (https)', and 'EDU: Eliminate Campus Sexual Misconduct (CSU)'.</p>
<p>Step 2:</p> <p>Login with your CSUF Username and Password.</p>	 <p>The screenshot shows the 'Login to CSU Portal' page. It features a 'Username' field, a 'Password' field, and a 'Login' button. Below the login fields, there are links for 'Students and applicants Create campus account', 'Employees Use your CSUF username and password', and 'Alumni Portal: Sign in here'. A 'Need help signing in?' link is also present.</p>


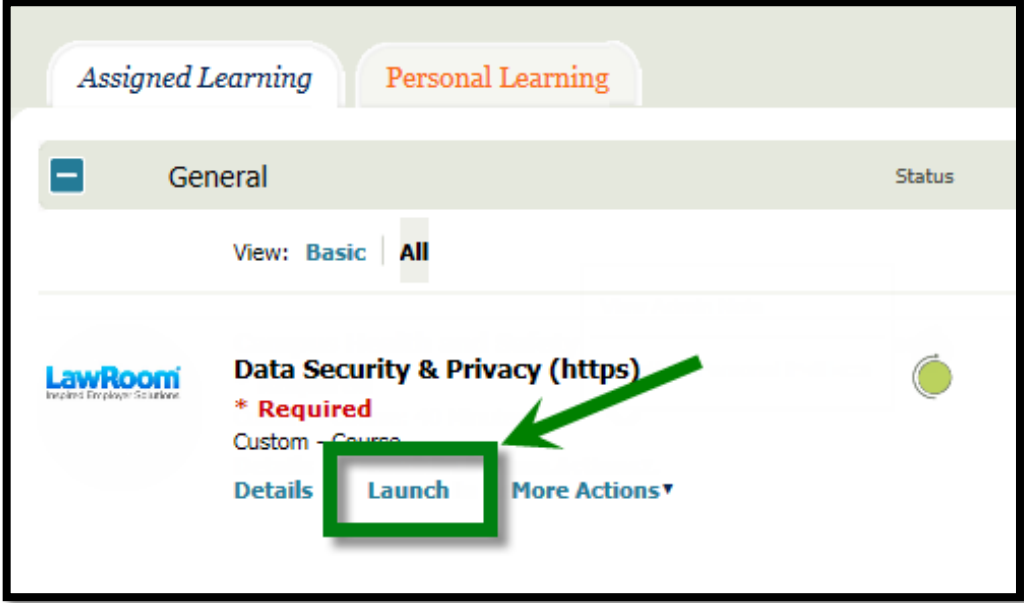


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<p>Step 3:</p> <p>From the Employee Training Center (ETC), select 'View My Plan.'</p>	 <p>The screenshot shows the ETC dashboard with 'View My Plan' highlighted. Other visible elements include 'Quick Links' (Dashboard), 'Recently Viewed' (View My Plan, Browse The Catalog), and a user profile section with a score indicator.</p>
<p>Step 4:</p> <p>Locate the LawRoom course and select 'Launch.'</p>	 <p>The screenshot shows the course details for 'Data Security & Privacy (https)' with the 'Launch' button highlighted. Other visible elements include 'Assigned Learning' and 'Personal Learning' tabs, a 'General' section, and a 'View: Basic All' filter.</p>

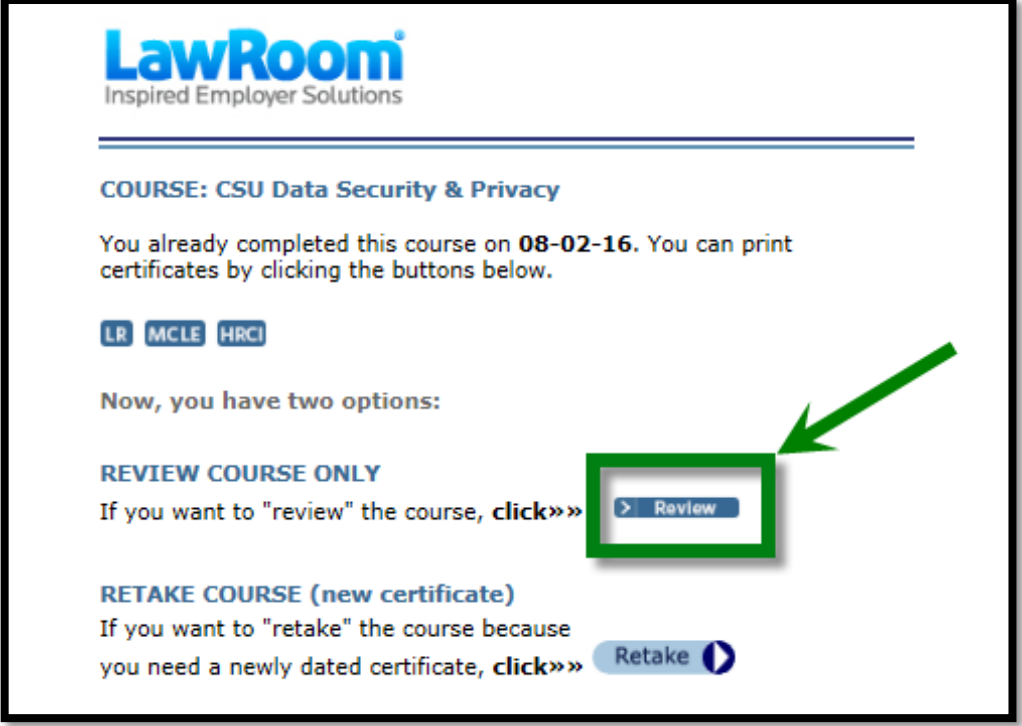



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<p>Step 5:</p> <p>When the following completion screen appears, select 'Review.'</p> <p>Note: If you do not see this screen, please contact the Employee Training Center (ETC), as you will not be able to continue with the remaining steps.</p>	 <p>LawRoom Inspired Employer Solutions</p> <hr/> <p>COURSE: CSU Data Security & Privacy</p> <p>You already completed this course on 08-02-16. You can print certificates by clicking the buttons below.</p> <p>LR MCLE HRCI</p> <p>Now, you have two options:</p> <p>REVIEW COURSE ONLY If you want to "review" the course, click>></p> <p>RETAKE COURSE (new certificate) If you want to "retake" the course because you need a newly dated certificate, click>></p>
<p>Step 6:</p> <p>Once you see the certificate of completion page, select the 'Exit' button in the upper right-hand corner.</p> <p>Note: You do NOT have to complete the course again.</p>	 <p>CSU DATA SECURITY & PRIVACY ASK MENU EXIT</p> <p>Part 2 > Course Complete</p> <h2>Your Certificate of Completion</h2> <p>You reached the end of the course. Now you should understand the basics of data security and how to safeguard private information at work. Thank you. Print your Certificate of Completion (click "Print Certificate") before exiting.</p> <p>PRINT CERTIFICATE</p> <p>Accessibility Mode</p> <p>BACK 24/24 NEXT</p>




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Processing Steps	Screenshots
<p>Step 7:</p> <p>Let the course shut down until you see the following screen notifying you that you can close your window.</p> <p>Then, select the red 'X' in the upper right-hand corner.</p>	
<p>Step 8:</p> <p>Verify your completion status is now a full green circle and it displays <i>Launch in Review</i> underneath the course title.</p>	