Requirements and Tips

DISABLE POP-UP BLOCKERS

- Google Chrome: Click on the Chrome Menu, Settings, Show Advanced Settings, in the Privacy section select ‘Content Settings,’ in the Pop-ups section select ‘Allow all sites to show pop-ups’
- Mozilla Firefox: Click on the Mozilla Firefox Menu, Options, Content icon, uncheck Block pop-up windows check box
- Safari: Click on the Safari tab, Preferences, Security icon, uncheck Block pop-up windows check box

LOGGING IN VIA THE CAMPUS PORTAL

- Go to the CSUF Portal at: http://www.fullerton.edu and login
- Click on the Training tab (old portal) or Employee Training Center icon (new portal)
  - If you don’t see the Training tab, click on the ‘Profile’ tab and check the box for Training
  - If you don’t see the Employee Training Center icon, click on the ‘Show More’ link
- Click on the ‘ETC Login’ link
- The ETC will open in a new window

ONLINE TRAINING TIPS

- Recommended internet browsers for online courses:
  - Google Chrome or Mozilla Firefox for PC
  - Safari for MAC
- Make sure all pop-up blockers are disabled (see instructions above)

Frequently Asked Questions

I AM HAVING TROUBLE LOGGING IN

- Contact the Employee Training Center (ETC) for assistance:
  employeetrainingcenter@fullerton.edu
  657-278-2064

I AM HAVING TROUBLE REGISTERING FOR A CLASS

- The class may be full or have specific requirements to register
- Contact the Employee Training Center for assistance

HOW DO I PRINT A CERTIFICATE?

(Only available for courses taken after June 1, 2015)

- Go to Quick Links then select ‘Learning Transcript’
- Go to the class that you wish to print a certificate from
- Select ‘Certificate,’ then click on the printer icon

HOW DO I PRINT A TRANSCRIPT OF MY TRAINING

- Go to Quick Links then select ‘Learning Transcript’
- Select ‘Show Filters’ to filter out your history
- To print, click on the printer icon

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Supported by Admin. / Finance IT
How to log on to the Employee Training Center (ETC)

1. Go to training.fullerton.edu, click on ETC Login

2. Log in using your campus login

3. The ETC will open in a new window

How to register for a class

CLASSROOM TRAINING
- Click on ‘Instructor Led Training Sessions’
- Search for the class you would like to register for
- Click on the ‘Actions’ button
- Select ‘Enroll in this Session’

ONLINE TRAINING
- Click on the ‘Search Box’
- Type in a keyword
- Click on the button
- Under the course you searched for, select ‘Launch’ and the video will play
- Select ‘More Actions’ then ‘Save’ if you want to watch the video later

What can the ETC do for you?

24/7 SUPPORT FROM SKILLPORT
- SkillPort offers 24/7 Support to help you with any questions that you have
- Go to Quick Links, then Support and select ‘Live Help’

BROWSER TEST
- It is important to ensure that your computer and internet browser are properly configured for compatibility.
- Please visit: http://onlinesupport.skillsoft.com/browser-test.asp

VIEW REQUIRED TRAINING
- Click on ‘View My Plan’ then select the ‘Assigned Learning’ tab

VIEW TRAINING HISTORY
- Under the Quick Links, click on the ‘Learning Transcript’ link
- Select ‘Show Filters’ to filter out your history

CANCEL REGISTRATION
- Under View My Plan, click on the ‘Personal Learning’ tab
- Click on the ‘Actions’ link that corresponds to the class, then select ‘Withdraw’