

Requirements and Tips

DISABLE POP-UP BLOCKERS

- Google Chrome: Click on the Chrome Menu icon ☰, Settings, Show Advanced Settings, in the Privacy section select 'Content Settings,' in the Pop-ups section select 'Allow all sites to show pop-ups'
- Safari: Click on the Safari tab, Preferences, Security icon, uncheck 'Block pop-up windows check box'
- Firefox: Click on the Firefox Menu icon ☰, Options, Content, in the Pop-ups section uncheck 'Block pop-up windows'
- Internet Explorer (not recommended): Click on the gear icon ⚙, Internet Options, Privacy tab, uncheck the Turn on Pop-up Blocker

BROWSER TEST

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

ONLINE TRAINING TIPS

- Recommended internet browsers for online courses:
 - Google Chrome for PC
 - Safari for MAC
- Make sure all pop-up blockers are disabled (see instructions above)
- If you encounter issues where training does not record, please contact the ETC first before taking training again

Frequently Asked Questions

I AM HAVING TROUBLE LOGGING IN

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

HOW DO I CANCEL IN-PERSON REGISTRATION?

- Contact the ETC for more information

HOW DO I VIEW MY REQUIRED TRAINING?

- Click on 'View My Plan' then select the 'Assigned Learning' tab

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 🖨

HOW DO I PRINT A CERTIFICATE?

- For courses taken after June 1, 2015, go to 'Quick Links,' 'Learning Transcript,' and select 'Learning Transcript'
 - Go to the class that you wish to print a certificate for, select 'Actions,' 'View Certificate,' then click on the printer icon 🖨
- For courses taken prior to June 1, 2015, go to 'Quick Links,' 'Learning Transcript,' and select 'ETC Certificates Prior to June 1'
 - Login using your campus login and click 'Print' for the certificate you wish to print



EMPLOYEE TRAINING CENTER

Facilitate the use of course management, training assignments, and online training for CSUF faculty and staff.



employeetrainingcenter@fullerton.edu
657-278-2064
<http://training.fullerton.edu>

How to log on to the Employee Training Center

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



2. Log in using your campus login



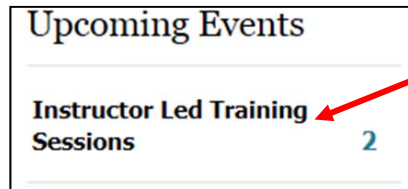
3. The ETC will open in a new window



How to register for a class

CLASSROOM TRAINING

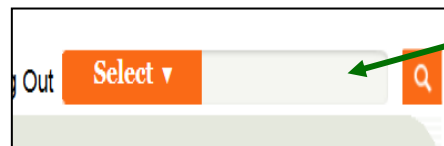
- Click on 'Instructor Led Training Sessions'
- Search for the class you would like to register for
- Click on the 'Actions' button
- Select 'Enroll in this Session'



Click on Instructor Led Training Sessions for in-person classes

ONLINE TRAINING

- Click on the 'Search Box' field
- Type in a keyword
- Click on the magnifier 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



Click on Search Box for online classes

What can the ETC do for you?

24/7 SUPPORT

- ETC offers 24 hour support through our vendor Skillport
- Go to 'Quick Links,' then 'Support' and select 'Live Help'

CATALOGS FOR PROFESSIONAL GROWTH AND DEVELOPMENT

- ETC has a variety of catalogs available that contain a number of courses by topic
- Go to 'Browse the Catalog,' then 'Campus Custom Content' and select 'Fullerton'
- Feel free to search within the following folders

Fullerton
Associated Students, Inc. (ASI)
Document Management Center (DMC)
Emergency Preparedness (EP)
Employee Training Center (ETC)
Facilities Operations (PPT)
Faculty Development Center (FDC)
Human Resources, Diversity, and Inclusion (HRDI)
Information Technology (IT)
Multicultural Leadership Center (MLC)
Office of Research Development (ORD)
Parking & Transportation (PTS)
Professional & Organizational Development (POD)
Safety (EHS)
Student Affairs (SA)
University Police (UPD)