





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

How to Check for Overdue Courses

To check if you are overdue in any assigned course on the Employee Training Center (ETC), please follow the instructions below.

Instructions	Screen Shots
<p>Step 1:</p> <p>Click on the following link: http://training.fullerton.edu .</p>	
<p>Step 2:</p> <p>Click on the 'ETC Login' link.</p>	

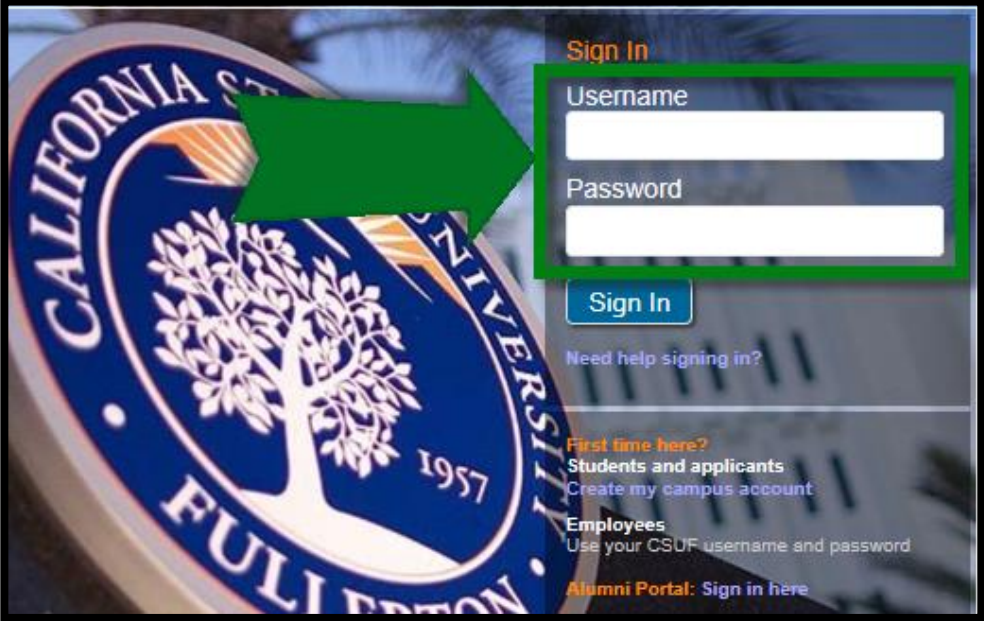



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Instructions	Screen Shots
<p>Step 3:</p> <p>Log in with your CSUF username and password.</p>	
<p>Step 4:</p> <p>Click on 'View My Plan.'</p>	



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Instructions	Screen Shots
<p>Step 5: Look at the 'Due' column to see the date of when courses are due.</p> <p>Note:</p> <ul style="list-style-type: none">· If there is no date listed under the 'Due' column and the status icon is fully green, then the course is complete and not due yet.	<p>The screenshot shows a dashboard with 'Quick Links' (Dashboard, View My Plan, Browse The Catalog) and 'Recently Viewed' (View My Plan, Browse The Catalog). Below are 'Assigned Learning' and 'Personal Learning' tabs. A 'General' section lists two courses: 'EDU: Eliminate Campus Sexual Misconduct' (marked as Required) and 'Data Security & Privacy (https)'. The 'EDU' course has a status icon that is half green and half grey, and a 'Due' date of 'Oct 16, 2015'. A green arrow points to the 'Due' date.</p>
<p>Step 5: To take any overdue course, click on the 'Launch' link to open the course</p>	<p>This screenshot is similar to the one above, but the 'Launch' link for the 'EDU: Eliminate Campus Sexual Misconduct' course is highlighted with a green box, and a green arrow points to it.</p>