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Volunteer Instructions

Please use the instructions below to login to the Employee Training Center, launch and take training.

1. Click on the following link:
 - o <https://centralstationu.skillport.com/skillportfe/login.action>
2. Enter your *User ID* and *Password*
3. Click on the *Sign In* button
4. Click on the *View My Plan* link
5. Click on the *Launch* link for the course you want to take

NOTE (for online classes):

- Make sure all pop up blockers are off
 - o Click on this link for detailed instructions:
<http://training.fullerton.edu/documents/SystemRequirements.pdf>
- You must take and successfully pass the quiz / review to complete the class

Please contact Environmental Health and Safety for any questions regarding training assignments.

- Pearl Boelter:
 - o pboelter@Exchange.FULLERTON.EDU
 - o 657-278-4345
- Leonardo Lopez:
 - o llopez@exchange.fullerton.edu
 - o 657-278-4429

For any technical issues, please contact the Employee Training Center (ETC).

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





Staff/Volunteer Instructions

Please use the instructions below to login to the **Employee Training Center**, launch and take training.

1. Log on to the CSUF portal
2. Click on the *Training* tab (old portal) or *Employee Training Center* icon (new portal)
3. Click on the *ETC Login* link
4. Click on the *View My Plan* link
5. Click on the *Launch* link for the course you want to take

NOTE (for online classes):

- Make sure all pop up blockers are off
 - Click on this link for detailed instructions: <http://training.fullerton.edu/documents/SystemRequirements.pdf>
- You must take and successfully pass the quiz / review to complete the class

Please contact Leo Lopez for any questions regarding training assignments.

- Pearl Boelter:
 - pboelter@Exchange.FULLERTON.EDU
 - 657-278-4345
- Leonardo Lopez:
 - llopez@exchange.fullerton.edu
 - 657-278-4429

For any technical issues, please contact the **Employee Training Center (ETC)**.

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