



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>Step 2:</p> <p>Login with your CSUF Username and Password.</p>	


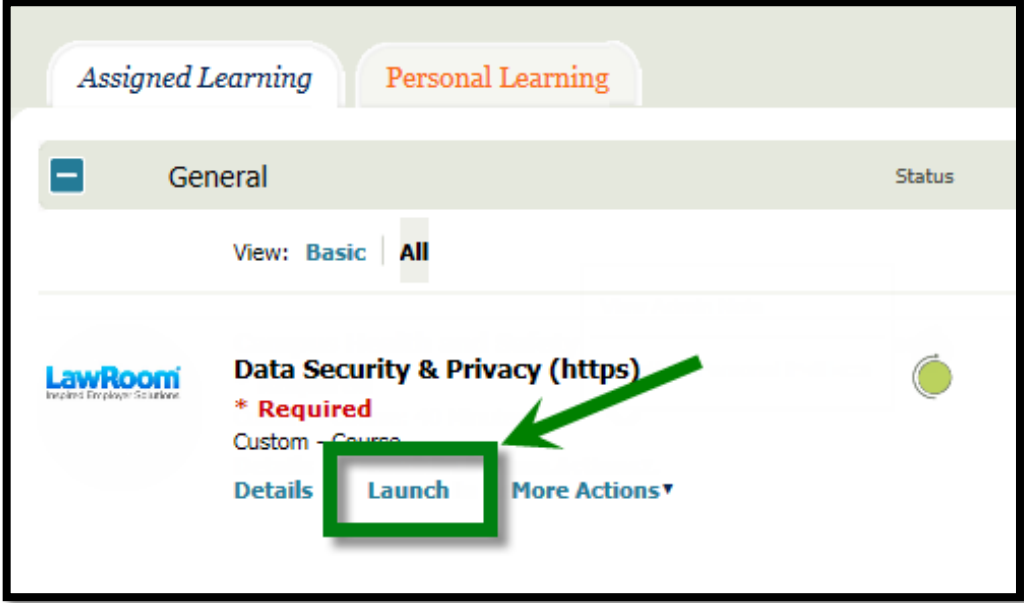


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<p>Step 3:</p> <p>From the Employee Training Center (ETC), select 'View My Plan.'</p>	 <p>The screenshot shows the ETC dashboard with the following elements: 'CALIFORNIA STATE UNIVERSITY FULLERTON' logo, 'My Profile Help Log Out' and a 'Select' dropdown menu. Under 'Quick Links', there is a 'Dashboard' link with a green arrow pointing to it. Under 'Recently Viewed', the 'View My Plan' link is highlighted with a green box. Other links include 'Browse The Catalog'. Below the navigation, there is a user profile section with a 'Score' indicator (one yellow square and three white squares) and a 'Welcome to the Employee Training Center page. Please see the additional support and references.' message.</p>
<p>Step 4:</p> <p>Locate the LawRoom course and select 'Launch.'</p>	 <p>The screenshot shows the 'Assigned Learning' and 'Personal Learning' tabs. The 'General' tab is active, showing a 'View: Basic All' filter. The course 'Data Security & Privacy (https)' is listed with a 'Required' status and a 'Custom - Course' label. The 'Launch' button is highlighted with a green box and a green arrow pointing to it. Other options include 'Details' and 'More Actions'.</p>

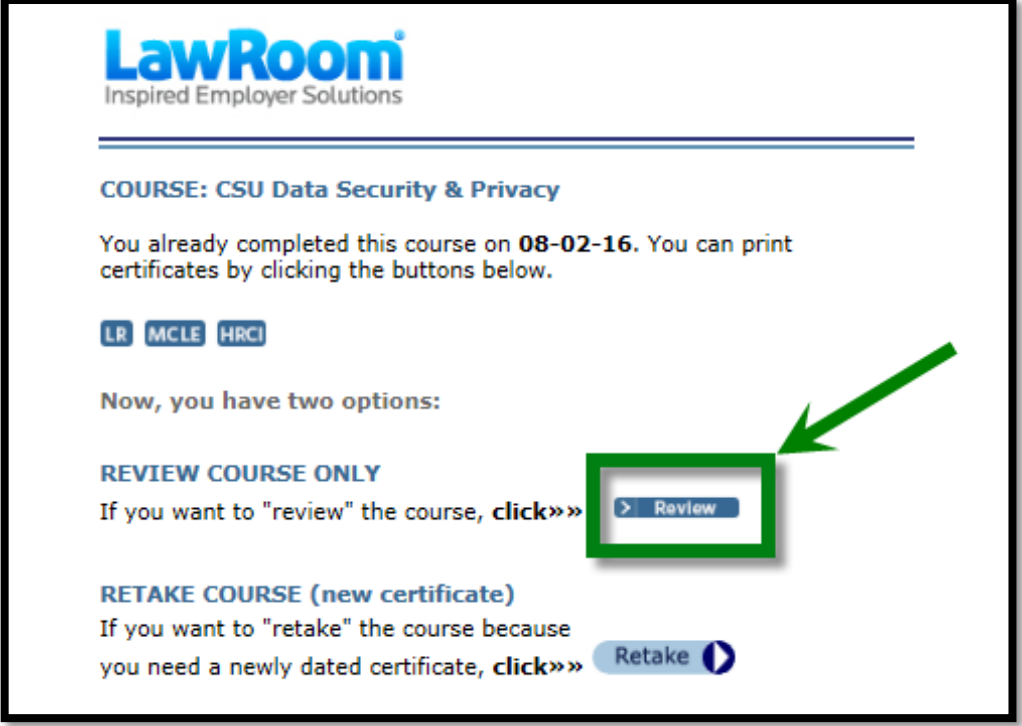



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<p>Step 5:</p> <p>When the following completion screen appears, select 'Review.'</p> <p>Note: If you do not see this screen, please contact the Employee Training Center (ETC), as you will not be able to continue with the remaining steps.</p>	 <p>The screenshot shows the LawRoom interface for the course 'CSU Data Security & Privacy'. It indicates that the user has already completed the course on 08-02-16. Two options are presented: 'REVIEW COURSE ONLY' and 'RETAKE COURSE (new certificate)'. The 'Review' button under the first option is highlighted with a green box and a green arrow.</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>The screenshot shows the 'Your Certificate of Completion' page. The page title is 'CSU DATA SECURITY & PRIVACY'. The main heading is 'Your Certificate of Completion'. Below the heading, there is a message: '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.' There is a 'PRINT CERTIFICATE' button. In the top right corner, there are 'ASK', 'MENU', and 'EXIT' buttons. The 'EXIT' button is highlighted with a green box and a green arrow.</p>




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<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>	