





# 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><b>Step 1:</b></p> <p>Click on the following link: <a href="http://training.fullerton.edu">http://training.fullerton.edu</a> .</p>	
<p><b>Step 2:</b></p> <p>Click on the 'ETC Login' link.</p>	

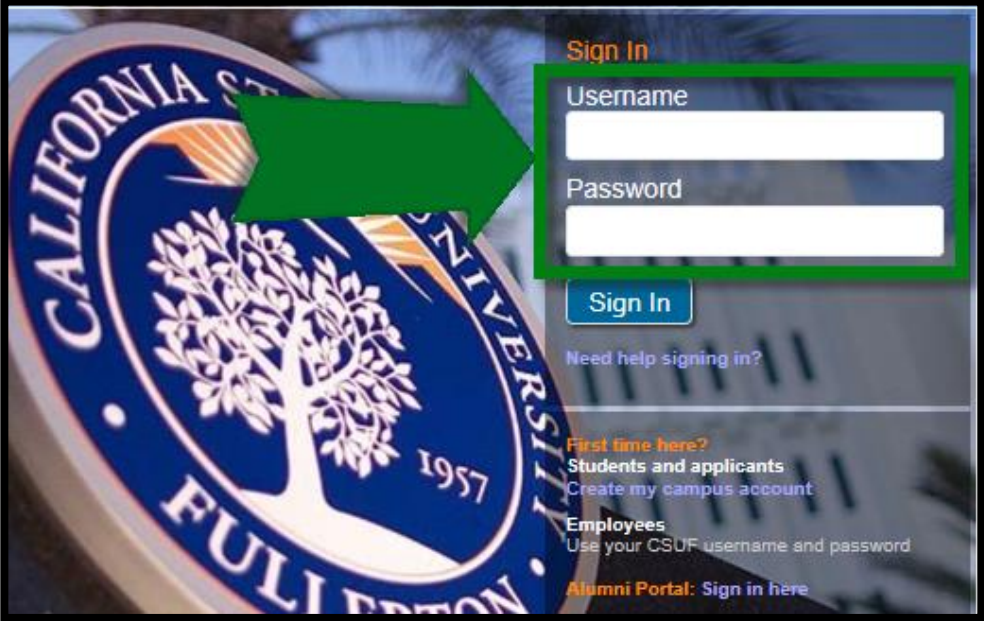



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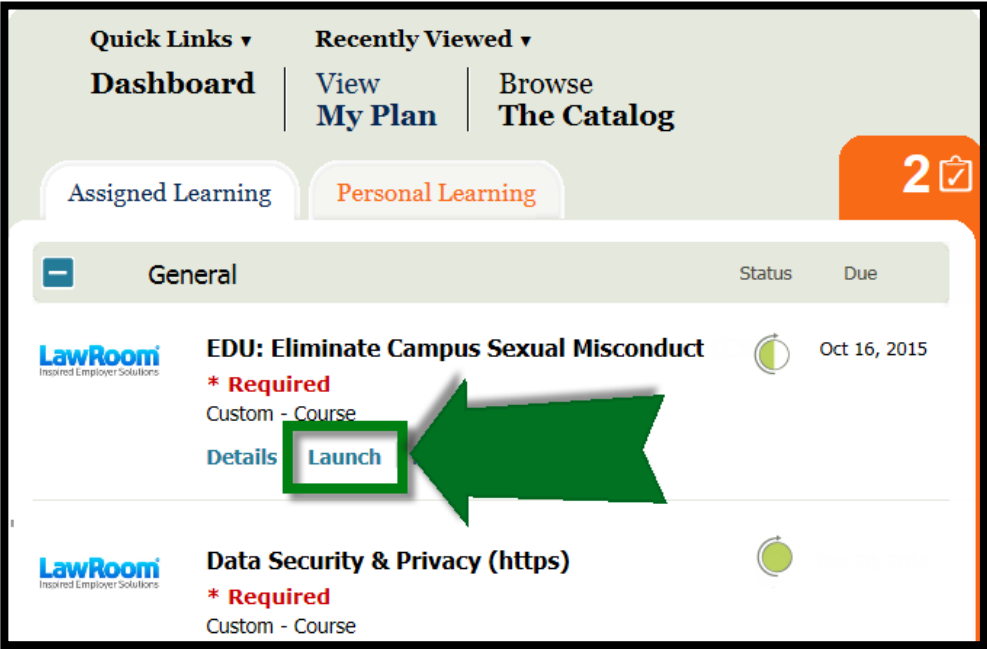
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Instructions	Screen Shots
<p><b>Step 3:</b></p> <p>Log in with your CSUF username and password.</p>	
<p><b>Step 4:</b></p> <p>Click on 'View My Plan.'</p>	



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Instructions	Screen Shots
<p><b>Step 5:</b> Look at the 'Due' column to see the date of when courses are due.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>· 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.</li></ul>	 <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 course card for 'EDU: Eliminate Campus Sexual Misconduct' is highlighted with a green box around the 'Due' column, which contains the date 'Oct 16, 2015'. A green arrow points from the top right towards this date.</p>
<p><b>Step 5:</b> To take any overdue course, click on the 'Launch' link to open the course</p>	 <p>The screenshot is similar to the one above, but a green arrow points from the right towards the 'Launch' link in the course card for 'EDU: Eliminate Campus Sexual Misconduct'.</p>