Training and Development Webpage

This quick guide covers how to sign into the Employee Training Center from the CSUF Portal and How to Navigate through the Training and Development Website.

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Logging in from your CSUF Portal Instructions

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<td><strong>Step 1:</strong></td>
<td></td>
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<tr>
<td>Go to <a href="https://fullerton.edu">https://fullerton.edu</a></td>
<td><img src="https://fullerton.edu" alt="Screen Shot of the CSUF Portal" /></td>
</tr>
<tr>
<td>Processing Step</td>
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<tr>
<td><strong>Step 2:</strong> From the webpage click on Faculty &amp; Staff.</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
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<tr>
<td><strong>Step 3:</strong> Login with your CSUF username and password.</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
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<tr>
<td><strong>Step 4:</strong> From your portal, go to the left-hand side of your screen and click on More Apps.</td>
<td><img src="image1" alt="More Apps Screen Shot" /></td>
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</table>

**Step 5:** Scroll down until you see Employee Training Center and click on it.  

**Note:** To add the Employee Training Center app to your Favorites, click on the star next to Employee Training Center.  

![Employee Training Center Screen Shot](image2)
**Step 6:**
Now you will be able to access the Employee Training Center App from the Favorites Tab.

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<td><strong>Step 6:</strong></td>
<td><img src="image1.png" alt="App Icon" /></td>
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<tr>
<td>Now you will be able to access the Employee Training Center App from the Favorites Tab.</td>
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**Step 7:**
From there you will be directed to the Training and Development Website where you will be able to access the following:
- ETC Login
- Volunteer Login
- FAQ’s
- Updates on the Employee Training Center

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<td><strong>Step 7:</strong></td>
<td><img src="image2.png" alt="Website Screenshot" /></td>
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<td>From there you will be directed to the Training and Development Website where you will be able to access the following:</td>
<td></td>
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</table>
### Navigating the Homepage

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| **Step 1:** In the middle of the page you will see an overview of the Employee Training Center. | **Employee Training Center (ETC)**

The Employee Training Center (ETC) is a centralized training and development site for university faculty and staff. The Employee Training Center is a learning management system that allows users to view training classes offered as well as register and monitor their training history. Managers can monitor their employee's training to ensure all requirements are met. This program also allows trainers to post various classes they may be offering and manage their training/class roster. The Employee Training Center offers all CSUF employees the ability to increase their knowledge through training and development. It allows users to do so by easily managing and accessing campus training and development services. |

| **Step 2:** Towards the bottom of the page, you will see three circles. By hovering over each one, you will be able to see the title link for each circle. | **Step 2:** Towards the bottom of the page, you will see three circles. By hovering over each one, you will be able to see the title link for each circle. |
### Processing Step

**Step 3:**
By clicking on the **Compliance Training Circle**, you will be able to view detailed information regarding All Employee and Criteria Based assigned compliance trainings.

From there you will be able to view all of the compliance based trainings. Each training listed is a link that will direct you the course.

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### Screen Shots

![Assigned Compliance Trainings](image)

**'ALL EMPLOYEE' ASSIGNED COMPLIANCE TRAININGS**
- EDU: Eliminate Campus Sexual Misconduct (CSU) ⦿
- Data Security & Privacy ⦿
- CSU: Preventing Discrimination and Harassment for Non-Supervisors ⦿
- Defensive Driver Training - Online ⦿
- Campus Health and Safety Requirements - Online ⦿

**'CRITERIA BASED' ASSIGNED COMPLIANCE TRAININGS**
- EDU: Supervisor: Anti-Harassment, Discrimination, Retaliation ⦿
- CSU: Conflicts of Interest ⦿
- EDU: Clergy Act Basics ⦿
- Payment Card Industry Data Security Standards (PCI DSS) ⦿
Step 4:
By clicking on the What You Need to Know circle, you will be able to access information regarding any Important updates in the Employee Training Center.

From there you will be able to view all updates on:
- Adobe Flash Player
- Volunteer Login Information
- Compliance Trainings
- Featured Course of the Month
- Featured Book of the Month

**Important Updates in ETC**

**ADOBE FLASH PLAYER REQUIREMENT - UPDATE**
There are certain training(s) on the Employee Training Center (ETC) that need Adobe Flash Player enabled / installed in order to launch properly. Some training(s) include, but are not limited to:

- Defensive Driver Training – Online
- Campus Health and Safety Requirements - Online
- Emergency Preparedness – Online

Notes:
For instructions on how to enable / install Adobe Flash, please refer to the FAQs.

**VOLUNTEER LOGIN INFORMATION**
All volunteer training is assigned by Environmental Health & Safety (EHS). For your convenience, see instructions that EHS emails to volunteers with assigned trainings.

**COMPLIANCE TRAININGS**
For detailed information on compliance trainings, please refer to the FAQs page.
**Step 5:**
By clicking on the Support Circle, you will be able to access support and maintenance information.

From there, you will be able to view the contact information for the following:
- Employee Training Center
- Skillport Support
- Departmental Information

**Note:** For any course content information or questions about a particular class, please contact the Department listed below.

### Contacts
For course content information or questions about a particular class, please contact the Department listed below. For all other inquiries such as trouble logging in/registering, trouble entering class, or employee history, etc., please contact the Employee Training Center.

#### Employee Training Center (ETC)
- Monday-Friday, 8:00 AM - 5:00 PM
- Email Employee Training Center: 657-278-2064

#### Skillport Support
- After Hours - 24/7 Customer Assistance
- Email Skillport Customer Support: 1-866-754-5435

#### Maintenance Hours (Weekly)
- Sunday: 10:00 AM - 1:00 PM PST
- Tuesday: 10:00 PM - 11:00 PM PST

#### Departmental Information
- Environmental Health and Safety (EHS)
- Faculty Development Center (FDC)
- Human Resource Services
- Information Technology Training & Support
- Professional and Organizational Development (POD)
### Processing Step

**Step 6:**
On the right hand side of the screen, you can locate **Quick Links and Resources**.

- To log into the Employee Training Center, click on the **ETC Link**.
- To log into the Employee Training Center as a Volunteer, click on the **Volunteer Login Link**.
- To view further information about the Employee Training Center guidelines, click on the **Guidelines Link**.
- To view or print a PDF version of the brochure, click on the **Brochure Link**.
- For information about Access Trainings and Reports Trainings, click on the **Training Sessions Link**.
- To access the CSUF User Group Login, click on the **CSUF User Group Link**.

### Screen Shots

![Quick Links/Resources](resources.png)

- **ETC Login**
- **Volunteer Login**
- **Guidelines**
- **FAQs**
- **Brochure**
- **Training Sessions**
- **CSUF User Group**

![System Status](system_status.png)

**Employee Training Center (ETC)**

- **Normal**: 
- **Slow**: 
- **Outage**:

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