



CALIFORNIA STATE UNIVERSITY, FULLERTON

# *Environmental Health & Safety*

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[ehs.fullerton.edu](http://ehs.fullerton.edu)



## 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](mailto:pboelter@Exchange.FULLERTON.EDU)
  - o 657-278-4345
- Leonardo Lopez:
  - o [llopez@exchange.fullerton.edu](mailto: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](mailto: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.

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