



COVID-19 Training Message for All Employees July 2021

July 1, 2021

This message is being sent to all LACCD employees by the District's Emergency Operations Center about the new, state-mandated COVID-19 prevention training that everyone must complete. You may have already received a similar notice from the Vision Resource Center, and some of you may have already completed the training, so please accept our thanks for your attention to this important issue.

This training must be completed by August 1, 2021. LACCD faculty (only) have until September 30, 2021 to complete it. A separate message will be sent to students regarding their training requirements. Please note that even if you have completed other COVID-19 training, you must complete this one as well.

The training is done [online](#) ([Start the COVID-19 Safety Training](#)) and takes about 60 minutes to complete. You can complete the training during your regular work schedule.

How to Complete the Mandatory COVID-19 Safety Training

Use the link provided (above) to access the District's single sign-on page using your regular user name and password. Contact your [campus IT Department representative](#) if you cannot log in. Once logged in, you should be taken right to the online training site. Click on "launch" and follow the instructions.

Once finished, you can download or print a copy of your certificate. Mouse over "Learning" and then click on "My Transcript" to use the drop-down menu for your list of "Completed" activities/trainings. You will have the option to view certificates as a PDF, including the COVID-19 Safety Training, which you can download or print. Use this link for a [tutorial video](#) to walk you through these steps. If you have additional questions send an email to hrhelpdesk@email.laccd.edu.

Please talk to your immediate supervisor if you have any questions. Thank you.