This guide covers how CSUF faculty, staff, and student assistants can access assigned ERP/PeopleSoft/CMS courses in the Employee Training Center.

There are two ways to access the training: using the direct links that are provided to you in the email from IT Service Desk or logging into the Employee Training Center and viewing your plan.

The Data Security & Privacy online course is not located in the View My Plan section. Please use the direct link provided by IT Training to access this course if it is required.

Contents

Using Direct Links Provided by IT Service Desk Email .................................................................1
Viewing All Assigned Courses in Employee Training Center .....................................................3

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Using Direct Links Provided by IT Service Desk Email</strong></td>
<td></td>
</tr>
<tr>
<td>When training is assigned to you, direct links to the enrollment page for the course are provided to you in an email sent from the IT Service Desk. You may use these direct links to access each course individually.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 1:</strong> Locate the email from the IT Service Desk which contains a list of the courses that you are required to take.</td>
<td></td>
</tr>
<tr>
<td>Click on the hyperlink next to a course.</td>
<td></td>
</tr>
</tbody>
</table>

IT Training uses a service called bit.do to shorten the long URLs associated with our courses.
<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 2:</strong> You may be asked to enter your campus username and password. Then click <strong>Sign In</strong>.</td>
<td><img src="image1" alt="Sign In" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong> The course page appears. At the top, your status should appear as <strong>Enrolled</strong>. For online classes, click on the <strong>Launch</strong> link near the bottom of the page.</td>
<td><img src="image2" alt="Course Page" /></td>
</tr>
</tbody>
</table>
### Processing Steps

#### Step 3a:
For in-person/instructor-led classes, a list of the available sessions will appear at the bottom of the page.

Click **Enroll** next to the session you want to attend.

#### Step 3b:
If you are unable to attend any of the sessions listed or there are no sessions currently available, you can add yourself to the waitlist in order to be notified when a new session is available.

Click on **More Actions** and then select **Add to Watchlist**.

### Viewing All Assigned Courses in Employee Training Center

You may view all of your assigned training courses and enroll in them by logging into the Employee Training Center.

#### Step 1:
Open your internet browser (i.e. Firefox, Safari, Chrome, Internet Explorer) to [http://training.fullerton.edu/](http://training.fullerton.edu).
**Processing Steps** | **Screen Shots**
--- | ---
**Step 2:** Click on **ETC Login** on the left of the page. | ![Screen Shot 1](#)
**Step 3:** Enter your campus username and password. Then click **Sign In.** | ![Screen Shot 2](#)
**Step 4:** For your reference, your to-do list will appear in the right hand corner in orange and will tell you how many classes you have to complete. If you click on the To Do List, you can view the courses that are required. | ![Screen Shot 3](#)
**Step 5:**
Click on **View My Plan** to access your required courses.

**Step 6:**
On the **Assigned Learning** tab, all of the courses that have been assigned to you will be listed.

The expiration date for each course (if any) is shown to the right of each course.

Click on the name of the course that you would like to take.

You will see both complete courses and new courses on the **Assigned Learning** tab. Be sure to look at the status field to locate courses you haven’t taken yet!
<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>
| **Step 7:**  
The course page appears. At the top, your status should appear as *Enrolled.*  
For online classes, click on the **Launch** link near the bottom of the page. | ![Screen Shot 1](image1.png) |

| **Step 7a:**  
For in-person classes, a list of the available sessions will appear at the bottom of the page.  
Click **Enroll** next to the session you want to attend.  
You will receive a confirmation email once your enrollment is complete. | ![Screen Shot 2](image2.png) |

| **Step 7b:**  
If you are unable to attend any of the sessions listed or there are no sessions currently available, you can add yourself to the waitlist in order to be notified when a new session is available.  
Click on **More Actions** and then select **Add to Watchlist.**  
*If you experience any problems in registering for a PeopleSoft course, please contact ittraining@fullerton.edu or 657-278-5647.* | ![Screen Shot 3](image3.png) |