



## Staff/Faculty Instructions

Please use the instructions below to log into the **Employee Training Center**, launch and take training.

1. Log on to the CSUF portal
2. Click on the *Employee Training Center* tab under "Apps" on the left-hand side (new portal)
3. Click on the *ETC Login* link
4. Click on the *View My Plan* link (or search for courses in the upper, right-hand corner)
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 the EHS office for any questions regarding training assignments.

- EHS Office
  - [safety@fullerton.edu](mailto:safety@fullerton.edu)
  - 657-278-7233

For any technical issues, please contact the **Employee Training Center (ETC)**.

- Employee Training Center
  - [employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu)
  - 657-278-2064

