

# Navigating Harassment Training

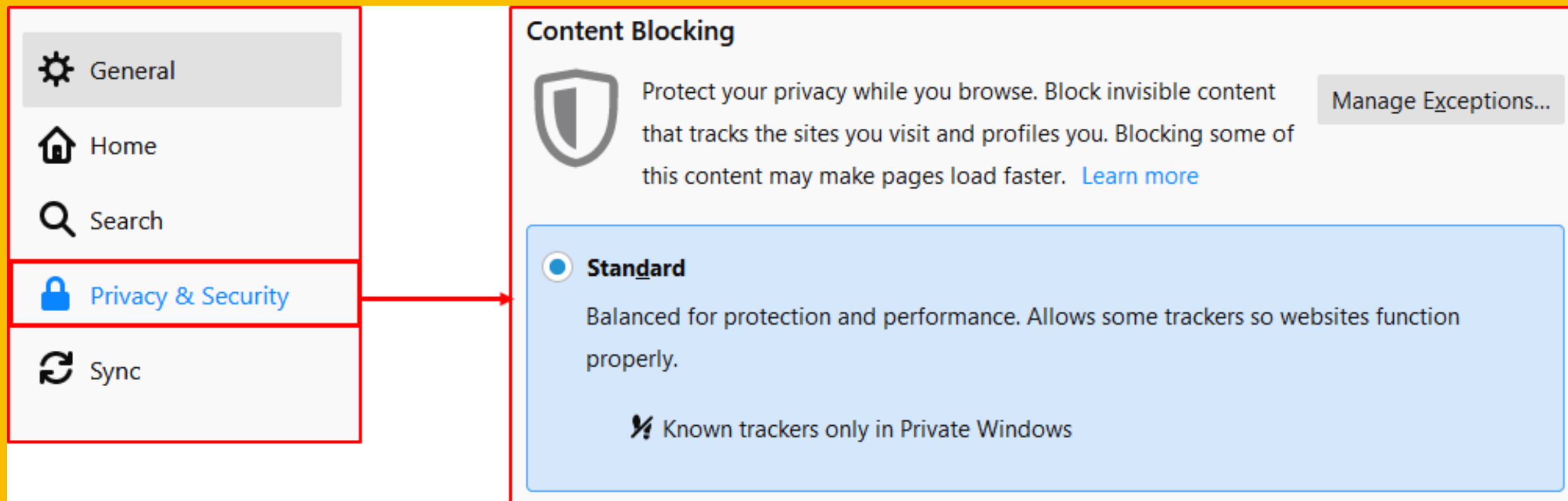
# When cookies are not enabled

User will see a log out screen  
Resolution: enable 3rd party cookies in  
browser



# Firefox

Enable 3rd  
Party Cookies

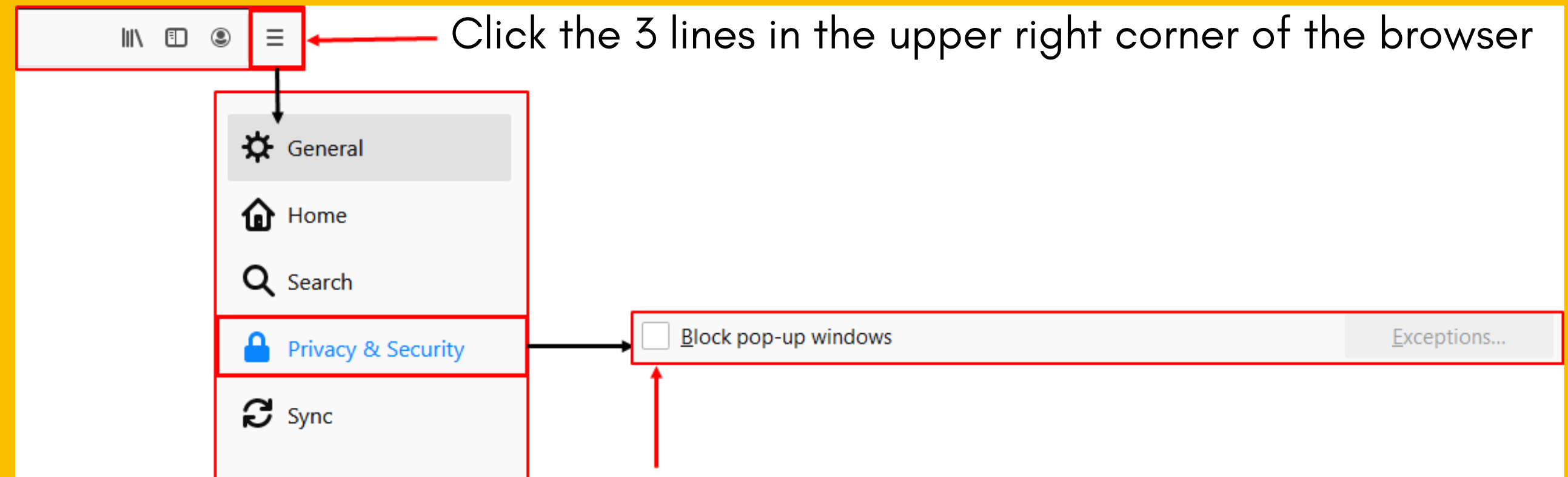


The screenshot shows the Firefox settings interface. On the left, a sidebar contains menu items: General, Home, Search, Privacy & Security (highlighted with a red box), and Sync. A red arrow points from the 'Privacy & Security' menu item to the 'Content Blocking' settings page. The 'Content Blocking' page features a shield icon and a description: 'Protect your privacy while you browse. Block invisible content that tracks the sites you visit and profiles you. Blocking some of this content may make pages load faster. [Learn more](#)'. A 'Manage Exceptions...' button is located in the top right. Below this, the 'Standard' option is selected with a radio button and highlighted in a light blue box. The description for 'Standard' is: 'Balanced for protection and performance. Allows some trackers so websites function properly.' At the bottom, there is a checkbox labeled 'Known trackers only in Private Windows' which is currently unchecked.

Should be set to standard

# Firefox

## Enable Pop-Ups



# Finding & Starting the training

# Navigating MyLearn

- MyLearn can be found in the [access.caltech.edu](https://access.caltech.edu) web portal

## Welcome to [access.caltech](https://access.caltech.edu)

**Username \***

**Password \***

[\[forgot your password?\]](#)

Sign In >

First time logging in? [Click here](#) If you need assistance, please contact the IMSS Help Desk at 626.395.3500 (M-F, from 8AM to 5PM) or email us at [help@caltech.edu](mailto:help@caltech.edu).

IMPORTANT: Your browser must accept cookies to use [access.caltech](https://access.caltech.edu).

# Navigating MyLearn

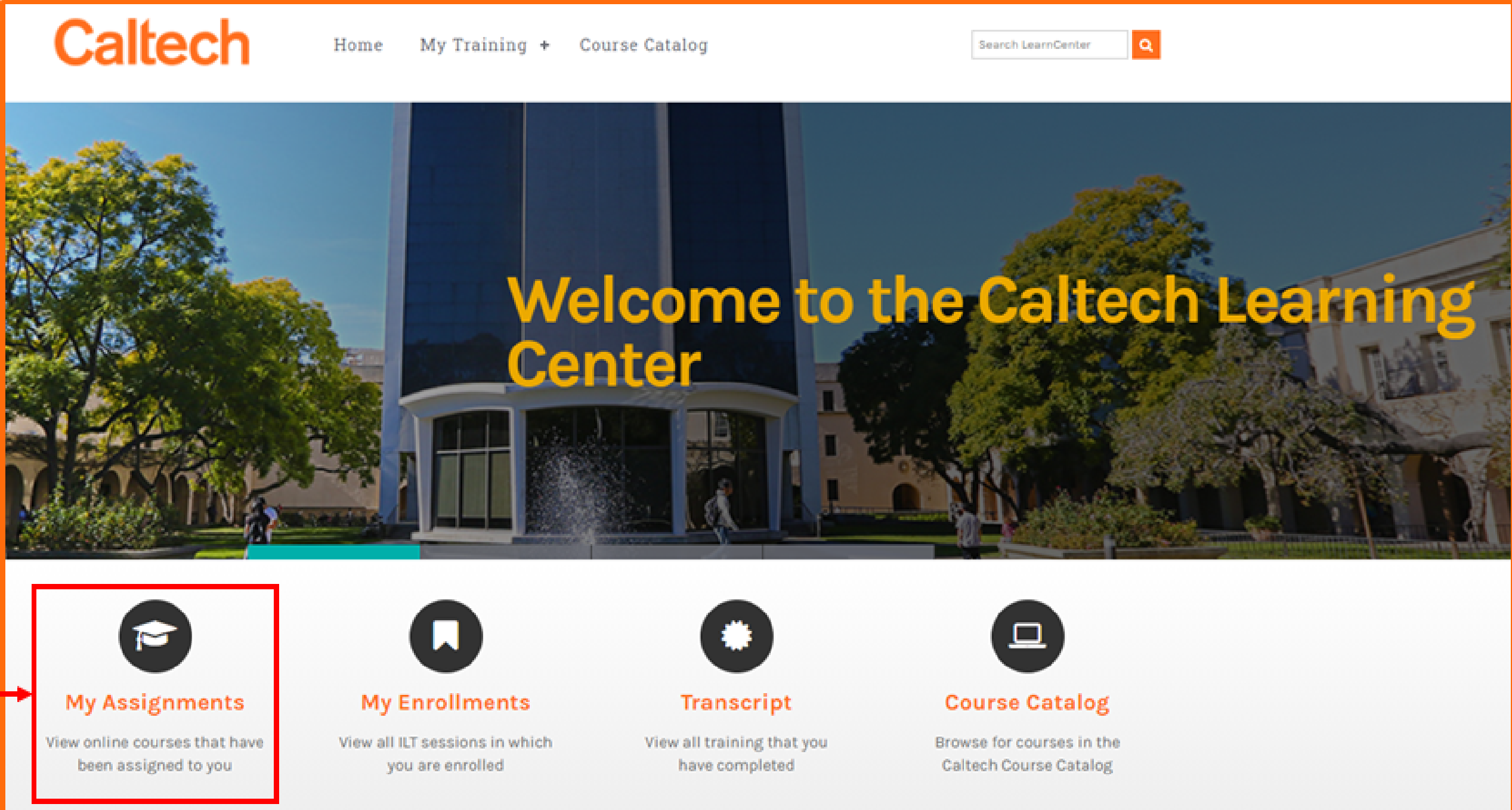
- MyLearn is in the Self Service section, between 'MyBenefits' and 'Parking'.
- Click on **MyLearn**
- Enter access.Caltech.edu log-in credentials again

## Your Online Applications

### Self Service

- ✓ **AiM Customer Portal** ? ☆  
Submit facilities service requests
- ✓ **Caltech COVID-19 Reporting** ? ☆  
Caltech COVID-19 Reporting
- ✓ **Caltech Help** ? ☆  
Submit and track support requests for IMSS, Card Office, Procurement, and GPS.
- ✓ **Disclose Disability Status (IE and Safari and Adobe Reader Plugin)** ? ☆  
View and modify your disclosure disability status
- ✓ **Electronic Paycheck Stub (Online Payslip)** ? ☆  
View your electronic paycheck stub
- ✓ **Electronic W2 (Online W2)** ? ☆  
View your electronic form W2: Wage and Tax Statement
- ✓ **Gym Membership** ? ☆  
Gym membership management
- ✓ **My Personal Information** ? ☆  
Update your personal information
- ✓ **MyBenefits** ? ☆  
Manage your Caltech Benefit elections
- ✓ **MyLearn** ? ☆  
Manage, deliver, and track online and classroom-based training
- ✓ **Parking** ? ☆  
Register your vehicle online for campus parking permits

# Navigating MyLearn



The screenshot shows the Caltech MyLearn interface. At the top left is the Caltech logo. To its right are navigation links: Home, My Training +, and Course Catalog. Further right is a search bar labeled 'Search LearnCenter' with a magnifying glass icon. Below the navigation is a large banner image of a Caltech building with the text 'Welcome to the Caltech Learning Center' overlaid in yellow. At the bottom, there are four main navigation cards, each with an icon and a title: 'My Assignments' (graduation cap icon), 'My Enrollments' (bookmark icon), 'Transcript' (sun icon), and 'Course Catalog' (laptop icon). Each card has a brief description of its function.

**Caltech** Home My Training + Course Catalog Search LearnCenter

## Welcome to the Caltech Learning Center

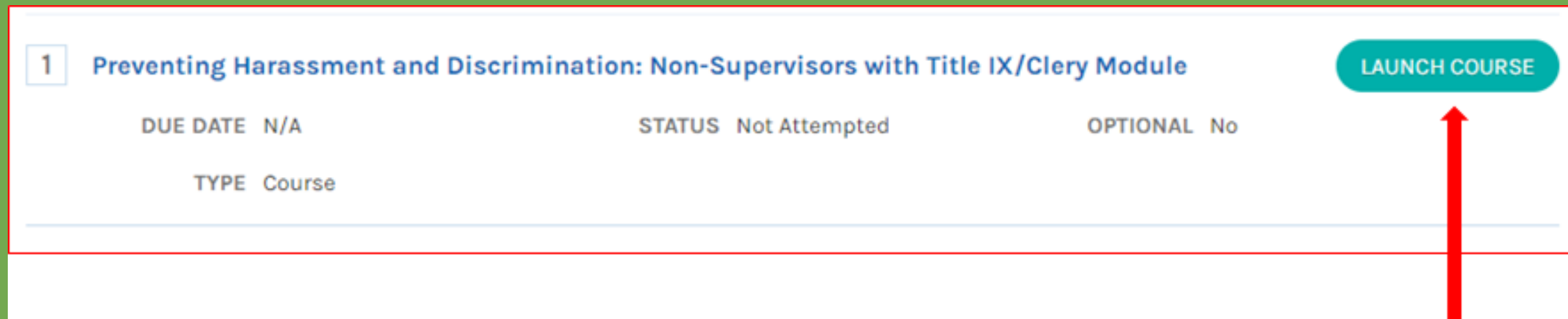
- My Assignments**  
View online courses that have been assigned to you
- My Enrollments**  
View all ILT sessions in which you are enrolled
- Transcript**  
View all training that you have completed
- Course Catalog**  
Browse for courses in the Caltech Course Catalog

View assigned trainings here



# Start the Course

- Click 'LAUNCH COURSE' in your MyLearn portal to open the training



1 Preventing Harassment and Discrimination: Non-Supervisors with Title IX/Clery Module

DUE DATE N/A STATUS Not Attempted OPTIONAL No

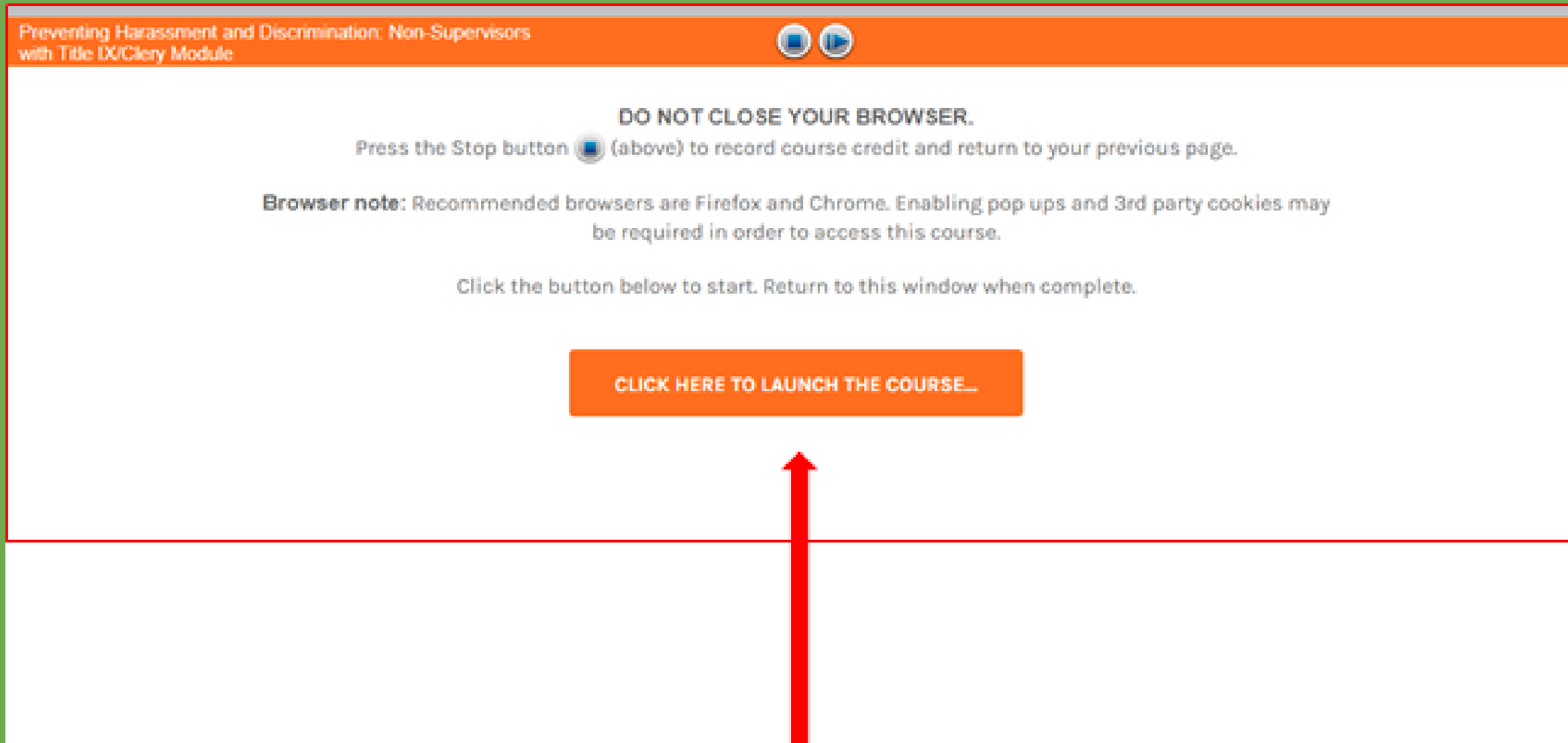
TYPE Course

LAUNCH COURSE


A red arrow points from the bottom of the screenshot up to the 'LAUNCH COURSE' button.

# Launch the Course

- Click on the 'Click here to launch the course' button to open a new pop-up window for your training



Preventing Harassment and Discrimination: Non-Supervisors  
with Title IX/Clery Module

**DO NOT CLOSE YOUR BROWSER.**  
Press the Stop button  (above) to record course credit and return to your previous page.

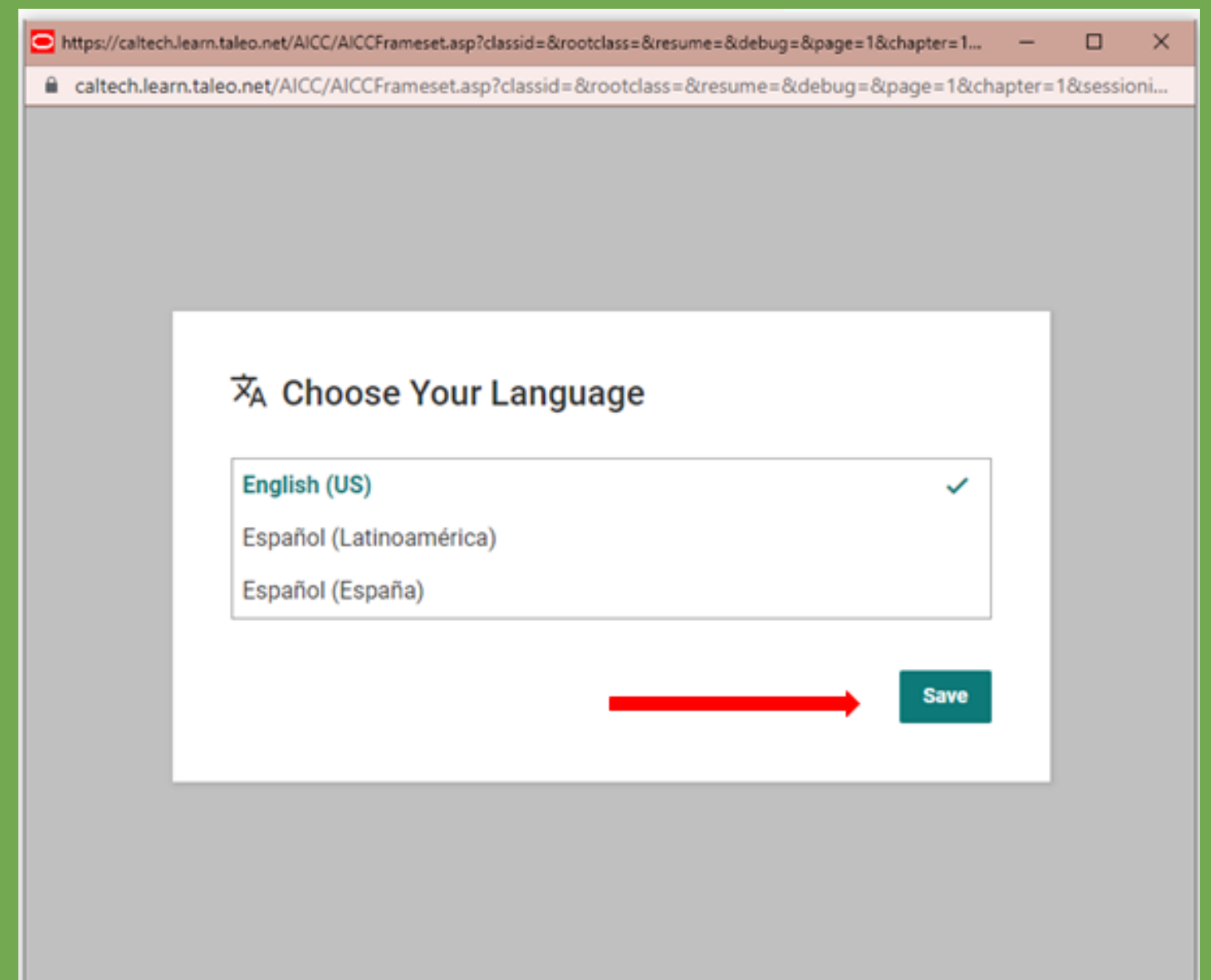
**Browser note:** Recommended browsers are Firefox and Chrome. Enabling pop ups and 3rd party cookies may be required in order to access this course.

Click the button below to start. Return to this window when complete.

**CLICK HERE TO LAUNCH THE COURSE...**

# Choose your language

- Click on the 'Click here to launch the course' button to open a new pop-up window for your training
- You will be automatically prompted to choose your language
  - Click **save** once you have chosen the language of your choice



# Begin!

- You can change your language here any time
- Choose begin to start the training

The screenshot displays the LMS interface for the course "Preventing Harassment and Discrimination for Higher Education". At the top right, a circular progress indicator shows 0%. Below the title, there is a language selection dropdown menu currently set to "English (US)". Two modules are listed: "MODULE 1 Building Positive Workplaces" and "MODULE 2 Developing Awareness and Recognizing Discrimination". Each module has a "Begin" button and a progress indicator showing 0%.

- View your training progress here