Navigating Harassment Training

- Opening Training
- Closing and Saving Progress in Training
- Completing Training
Opening Training
Log Into Access Caltech

• MyLearn can be found in the access.Caltech.edu web portal
Open MyLearn

- MyLearn is in the Self Service section, between ‘MyBenefits’ and ‘Parking’.
- Click on MyLearn
- Enter access.Caltech.edu log-in credentials again
Open My Assignments in MyLearn

View assigned trainings here
Start the course
- Click ‘LAUNCH COURSE’ in your MyLearn portal to open the training
Launch the Course

- Click on the ‘Click here to launch the course’ button to open a new pop-up window for your training
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
Choose begin to start the training

- View your training progress here
Closing and Saving Progress in Training
Closing and Saving Your Progress

You can close out the training pop out window.
Closing and Saving Your Progress

You MUST click the STOP button on the Learn.com page before closing the page. This will save your progress.
Closing and Saving Your Progress

You will see a “processing your request” box and then the page will close. This will save your progress in the training.
Completing Training
Completing Training

In order to properly close out the completed training so that you receive credit for the course:

Click the Next button
Completing Training

Click the FINISH button
Completing Training

You MUST click the STOP button On the Learn.com page before closing the page. This will record that you have completed your training.