ACCESSING REQUIRED ANNUAL TRAINING COURSES

Follow these instructions for accessing, registering for, and launching the UCO Annual Required Training courses.

Currently, it is recommended that you use either Firefox or Internet Explorer to launch the online version of UCO’s custom training courses including the Sexual Misconduct and Gender-Based Discrimination Course.

2. From the home screen, click on one of the three annual required training courses (the bright blue boxes in the center of the page).

Depending on the course selected, you will see different versions of training opportunities available. The <Courses> tab refers to the online version of the training. ILT stands for Instructor Led Training. The <ILT> tab provides a place to access details (such as date, time and location) for face-to-face courses facilitated by a UCO trainer. The <Custom> tab provides access to launch UCO’s custom created online courses.
3. To register for a face-to-face session (aka. ILT = Instructor Led Training), select the <ILT> tab and click Details.

4. On the Details page, click Details to get additional information about each session including location and click Enroll to enroll yourself to attend one of the available sessions.

Note: Attendance is marked by the course instructor after the conclusion of the face-to-face session. This course will be marked as complete in your Learning Transcript once the course has been closed out by the course instructor.
5. To launch an online custom course, such as the required Sexual Misconduct and Gender-Based Discrimination course, select the <Custom> tab and click **Launch**.

**Note:** Be sure that your pop-up blocker is either disabled or allows pop-up windows from the UCO Learning Center.

6. You may be prompted to select to either **Continue** or **Restart** the online training course. **Restart** the course to wipe the previous attempts and set a brand-new launch and completion date. This is the option you will want to select at the start of a new fiscal year. Select **Continue** to continue your progress from a previous session without removing the previous data.
7. Follow the instructions on the pop up page to complete the online training. Use the buttons at the bottom of the screen to navigate through the training.

Note: You may need to resize the pop-up window to see the entire course.

8. Once you have successfully completed all requirements for the online course, you will receive a confirmation page. This page is different for each online training.

Note: For most online training courses, you will need to complete all slides/videos associated with the training AND the course quiz in order for your session to be marked as complete.

9. Close the window to return to the UCO Learning Center.
For additional help or assistance, contact the UCO Service Desk at 405.974.2255 or support@uco.edu.