This guide will show you how to register for required training such as Sexual Harassment Prevention and Driver Authorization, which will appear as **REQUIRED CERTIFICATIONS** on your **TIMELINE**. Assigned activities remain on your Timeline until completed and cannot be removed.

**NOTES:**

Sexual Harassment Prevention: All County employees are required to complete a version of this course with periodic refresher training. If you have questions regarding the training assigned to you, please contact Equal Opportunity Department (EOD) at 408-993-4840.

Driver Authorization: More information is provided at the County Vehicle Driver Policies SharePoint page on the County’s intranet. If you have questions, contact your Driver Training Coordinator or Hank Ford at 408-441-4340.

1) Click on the **Timeline** icon (home screen header top right).

2) Click on the **REQUIRED CERTIFICATIONS** category on the Timeline status bar.
   2.1) You should see the required certification listed with the status of **Assigned**.
   2.2) Click **REGISTER**.

3) The completion requirements will vary based on the certification. Please pay close attention to this message as it will indicate what must be completed. You may have to complete several activities or select one of multiple equivalent activities (such as choosing between a Web Based Training course or an Instructor Led Training class).

4) Click **ADD** beside the desired activity.
How Do I… Register for Required Training?

The steps to complete registration differ based on the activity type.

### Web Based Activity

5) Click **REGISTER** to confirm your selection and receive a registration completion message.

6) Click on **START** to begin the training.

7) To return to the training later, click on **Training Schedule** from the Home Page.

8) Locate the activity and click **START**.

### Instructor Led Activity

5) Click the drop down beside **Offerings in the next week** to view All Upcoming Offerings.

6) Click **ADD** to select a desired class date.

7) Click the **Activities** drop down to view the Class Location.

8) Click **REGISTER** to confirm your selection and receive a registration completion message.

9) You will also receive an email confirming registration. Double click the **Calendar Invite** to add the meeting to your Outlook Calendar.

*Please do NOT forward the calendar invite as it is specific to you!*

Look for more Quick Reference Guides at [http://www.sccgov.org/LED/sccLearn](http://www.sccgov.org/LED/sccLearn)