



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

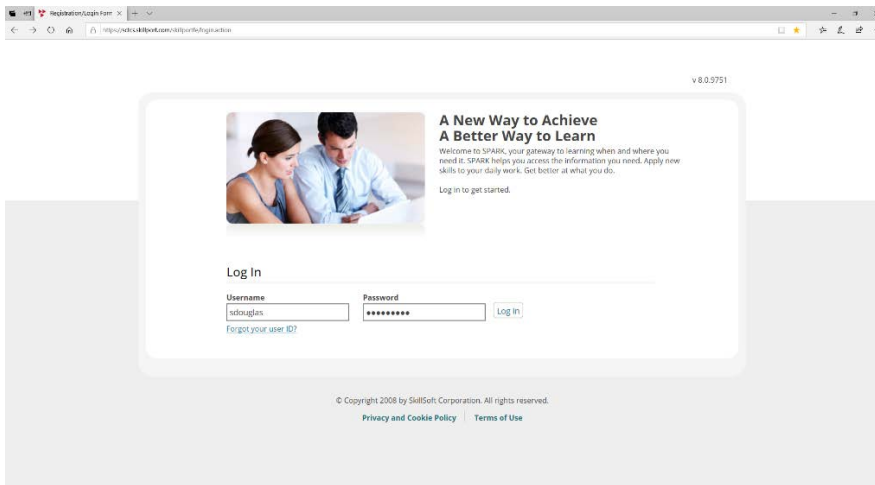


Login Instructions

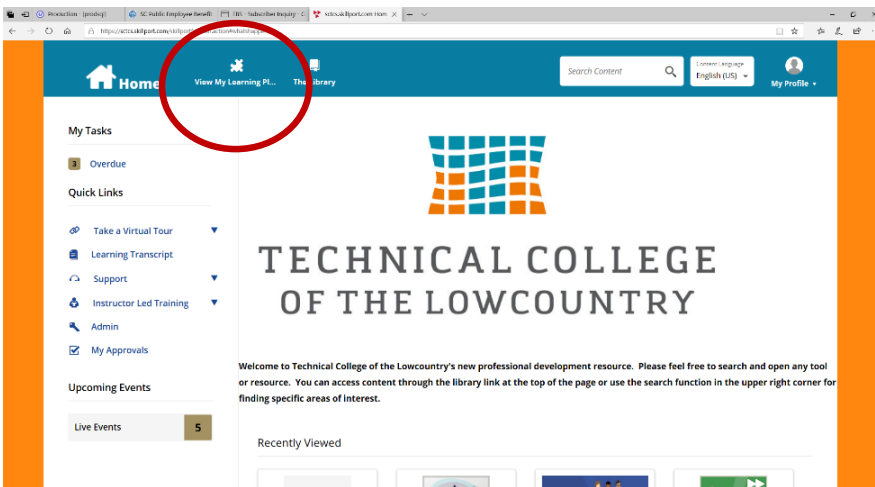
Before logging in – Make sure you have Adobe Flash. If not, please download. <https://get.adobe.com/flashplayer/>

Login using your name portion of your email and password provided in email. i.e. sdouglas.

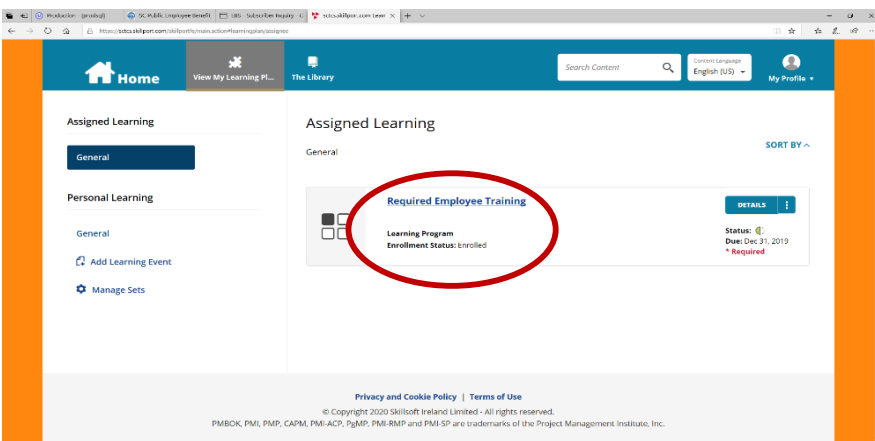
You will be prompted to create a new password.



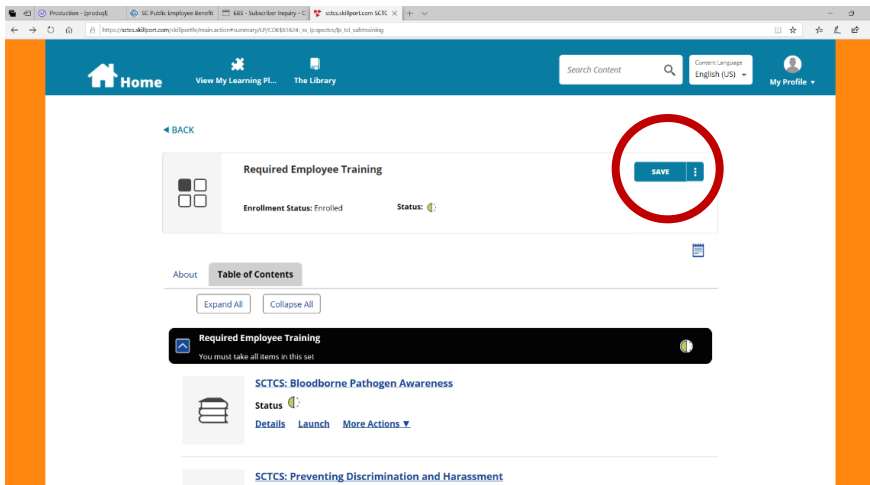
NEXT ... CLICK tab
“View My Learning Plan”



NEXT ... CLICK tab
“Required Employee Training”



This will launch all your training requirements.
NEXT ... CLICK TAB
“Launch” when ready to begin each class.

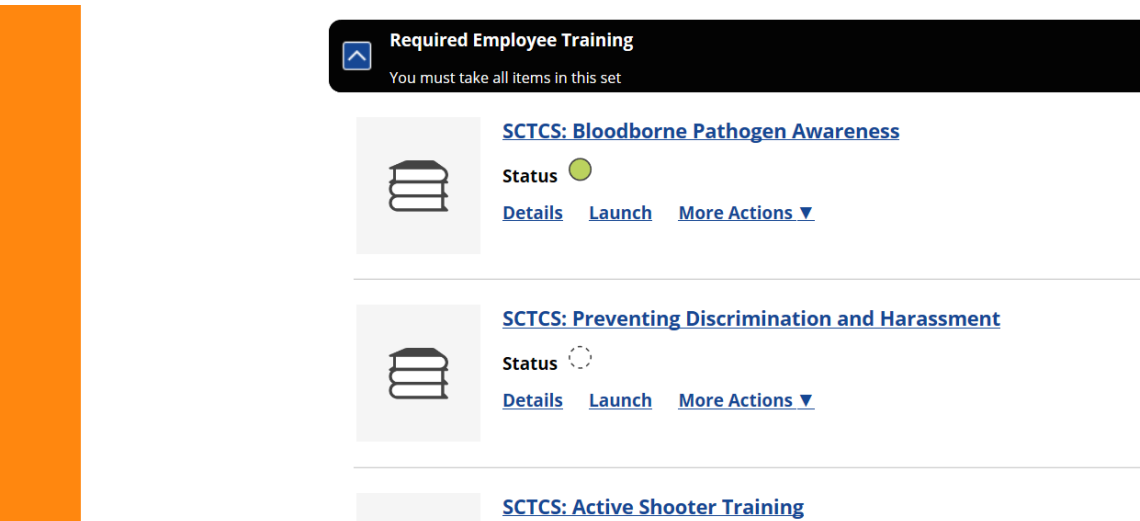


Once the Training Video launches, CLICK TAB “Agree to the Conditions of Self-Monitored Training” and begin watching.

You will need to click the “NEXT” button for each video slide. (Turn up your volume)

Answer questions when prompted and complete test at the end of each course. If you exit out before the course is completed, it will automatically save your progress and you may return to finish the course at anytime.

You need to make at least 80% to pass. Once you successfully pass, a full Green Circle will populate and indicate completion of the course. Once you complete the test for each training module, “Exit” out and begin the next required course.



Continue taking all required courses until completed. HR will receive notification once you have completed all required training modules.

*All new hires are required to complete Mandatory training. All current employees will be required to complete annual mandatory training courses and other courses as assigned by their Supervisor.

If you have any questions, please email Susanne Douglas at sdouglas@tcl.edu.

Thank you,

TCL Human Resources