INSTRUCTIONS ON GETTING STARTED WITH ASSISTANTSHIP TRAININGS

To complete the trainings, you must log into Learning Central and follow the instructions below.

Note: Make sure that popup blockers are turned off and that you are using an Internet Explorer browser.

1. Log in with your UNM Net ID and password (instructions are on the Web page if you have problems). Once you login a window will pop up as shown.

Two of the four required trainings have been loaded into your learning plan. Instructions for adding the two additional trainings are as follows:
2. Click on "Browse all courses" in the Find Learning window (right side of the screen).

3. Click view all in order to view all the available subject areas.
4. Select “Graduate Students” from the Subject Area drop down menu (left side of screen)

5. Select Active shooter on Campus: Run, Hide, Fight and “Add to Learning Plan”.
6. Select FERPA (TA’s & GA’s only) and “Add to Learning Plan”.

7. The home page will now list all four required trainings.
8. Complete training modules. Be sure to take the test or acknowledgment to finalize and complete each module.

If you have questions or need help logging in, contact Employee and Organizational Development.

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