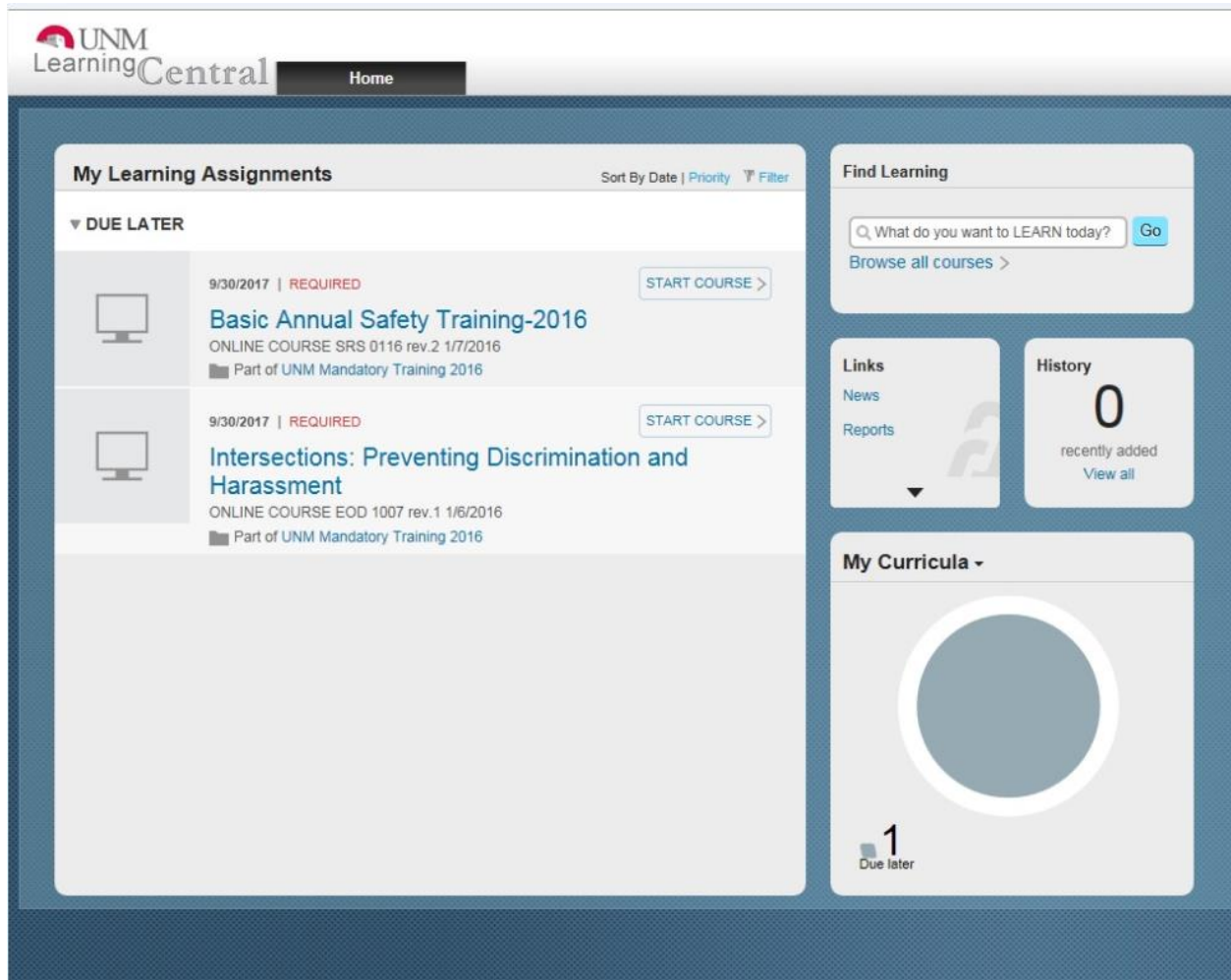


INSTRUCTIONS ON GETTING STARTED WITH ASSISTANTSHIP TRAININGS

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.

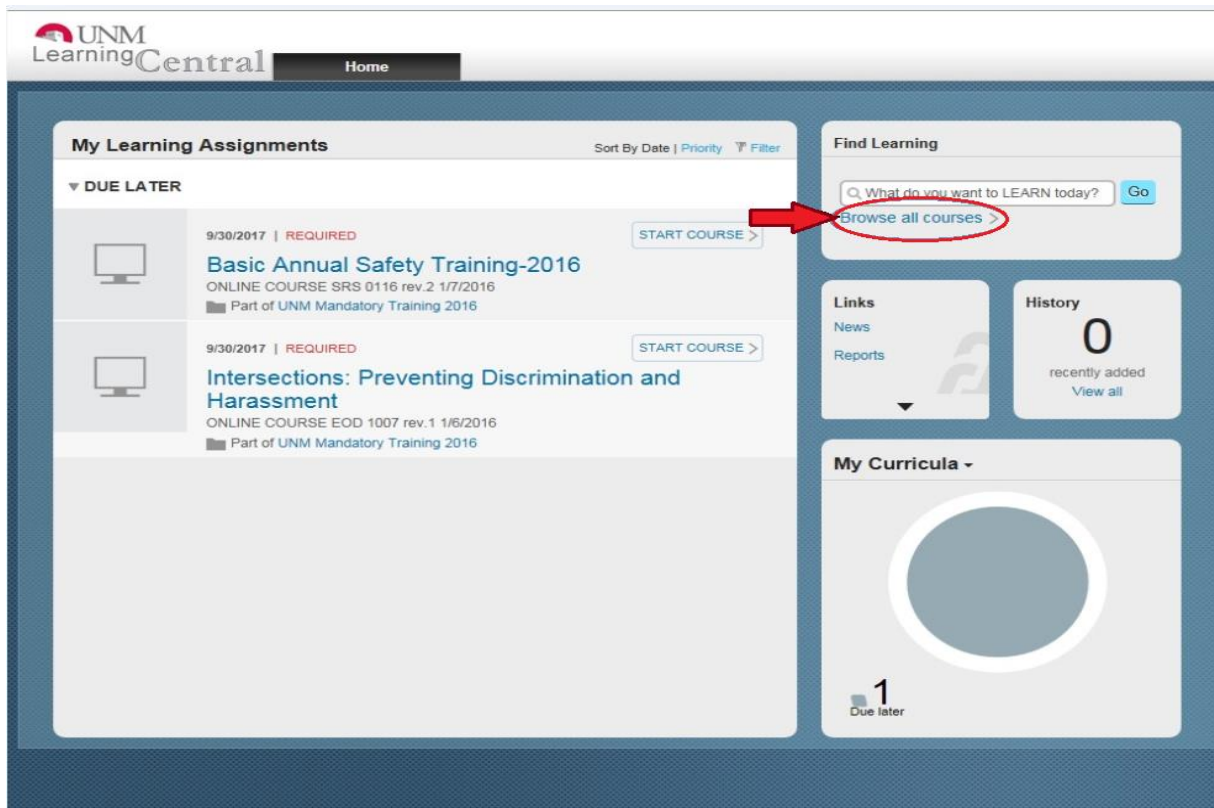


The screenshot displays the UNM Learning Central interface. At the top left is the UNM Learning Central logo and a 'Home' button. The main content area is divided into several sections:

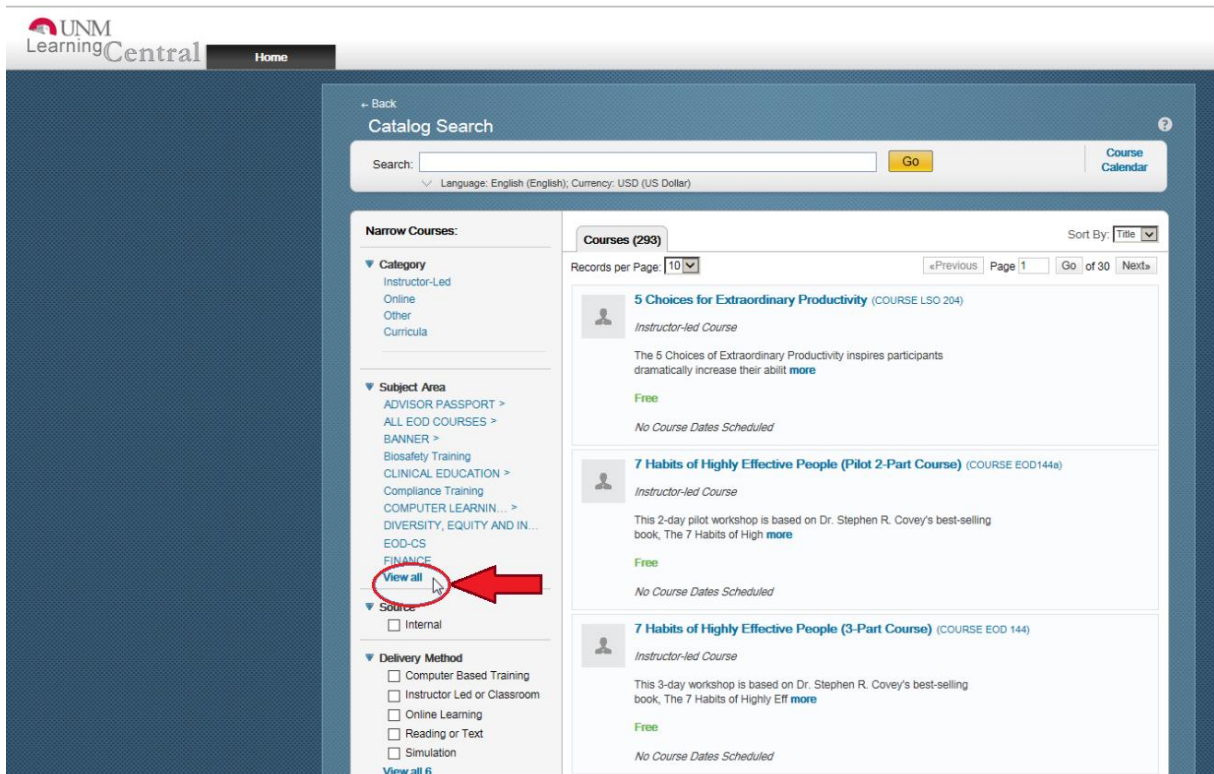
- My Learning Assignments:** A section with a 'Sort By Date | Priority | Filter' dropdown. It shows a list of assignments under a 'DUE LATER' filter. Two assignments are visible:
 - Basic Annual Safety Training-2016:** ONLINE COURSE SRS 0116 rev.2 1/7/2016. Part of UNM Mandatory Training 2016. Includes a 'START COURSE >' button.
 - Intersections: Preventing Discrimination and Harassment:** ONLINE COURSE EOD 1007 rev.1 1/6/2016. Part of UNM Mandatory Training 2016. Includes a 'START COURSE >' button.
- Find Learning:** A search bar with the placeholder text 'What do you want to LEARN today?' and a 'Go' button. Below it is a link to 'Browse all courses >'.
- Links:** A section with a dropdown arrow, containing links for 'News' and 'Reports'.
- History:** A section showing '0 recently added' and a 'View all' link.
- My Curricula:** A section with a large circular graphic and a '1 Due later' indicator.

Two of the four required trainings have been loaded into your learning plan. Instructions for adding the two additional trainings are as follows:

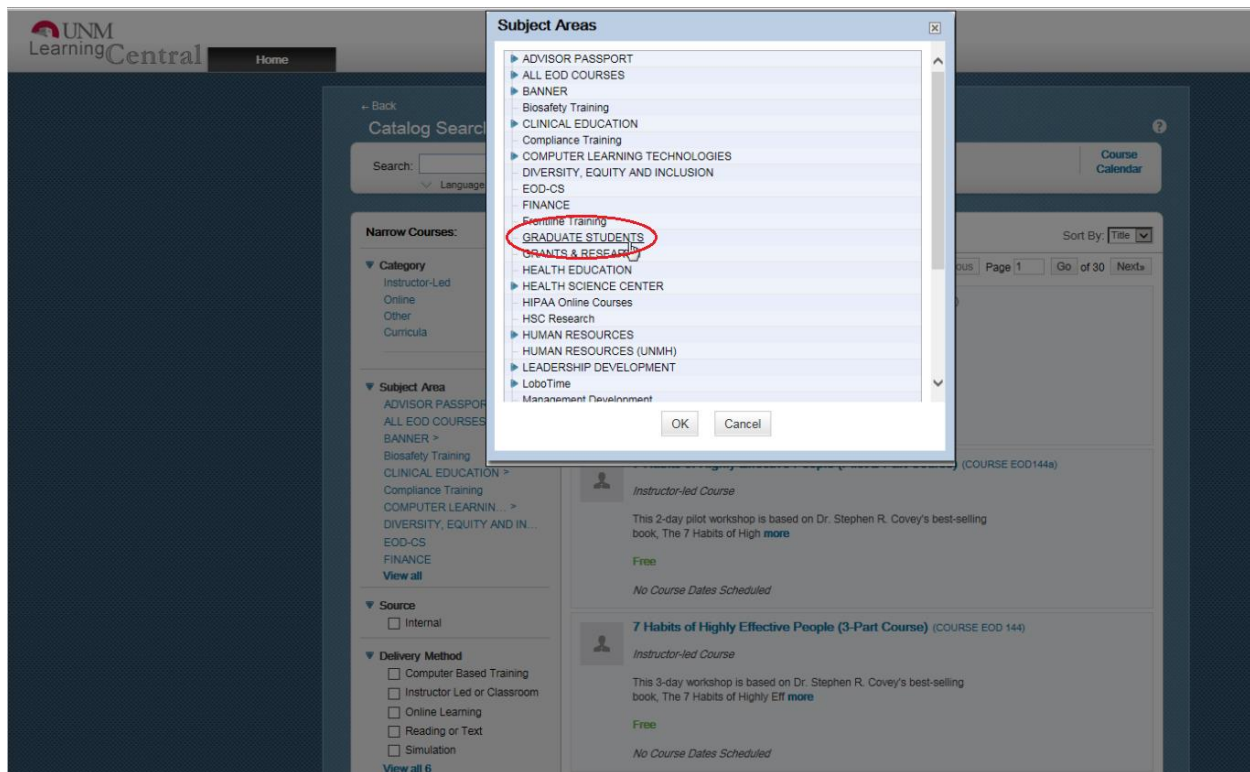
2. Click on "Browse all courses" in the Find Learning window (right side of the screen)



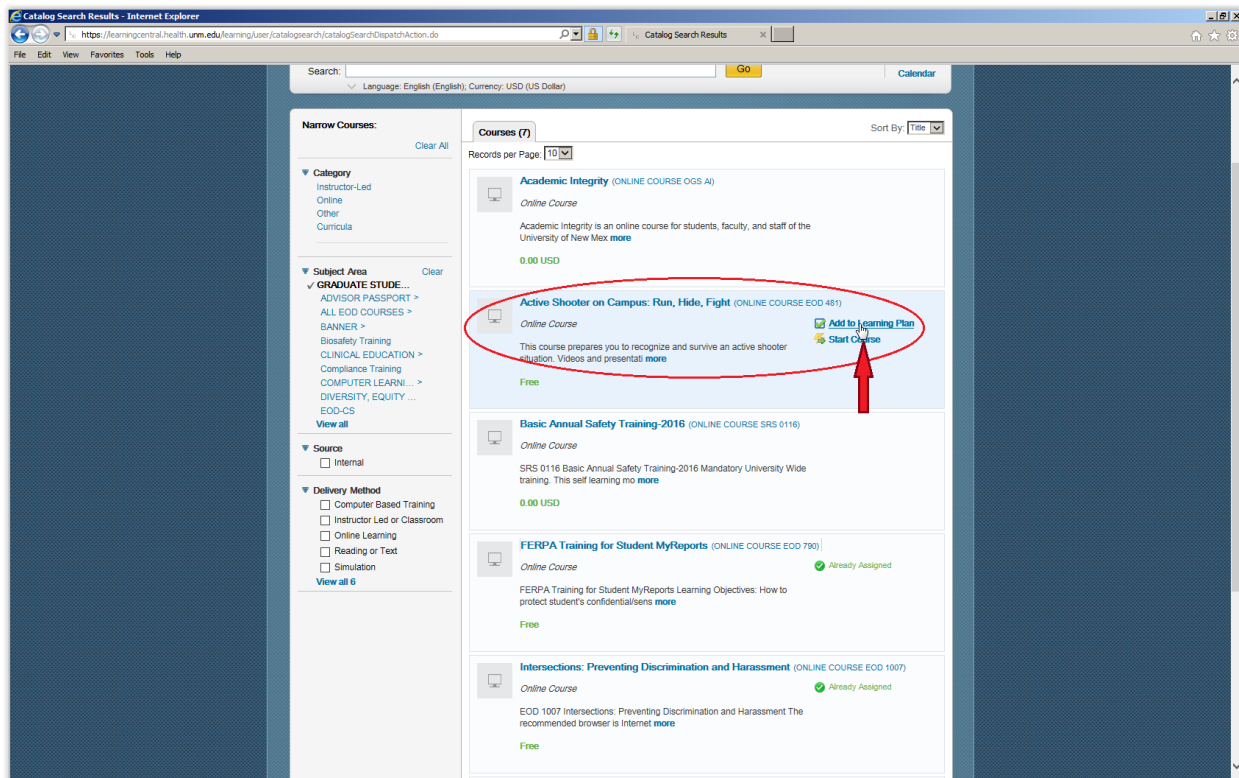
3. Click view all in order to view all the available subject areas.



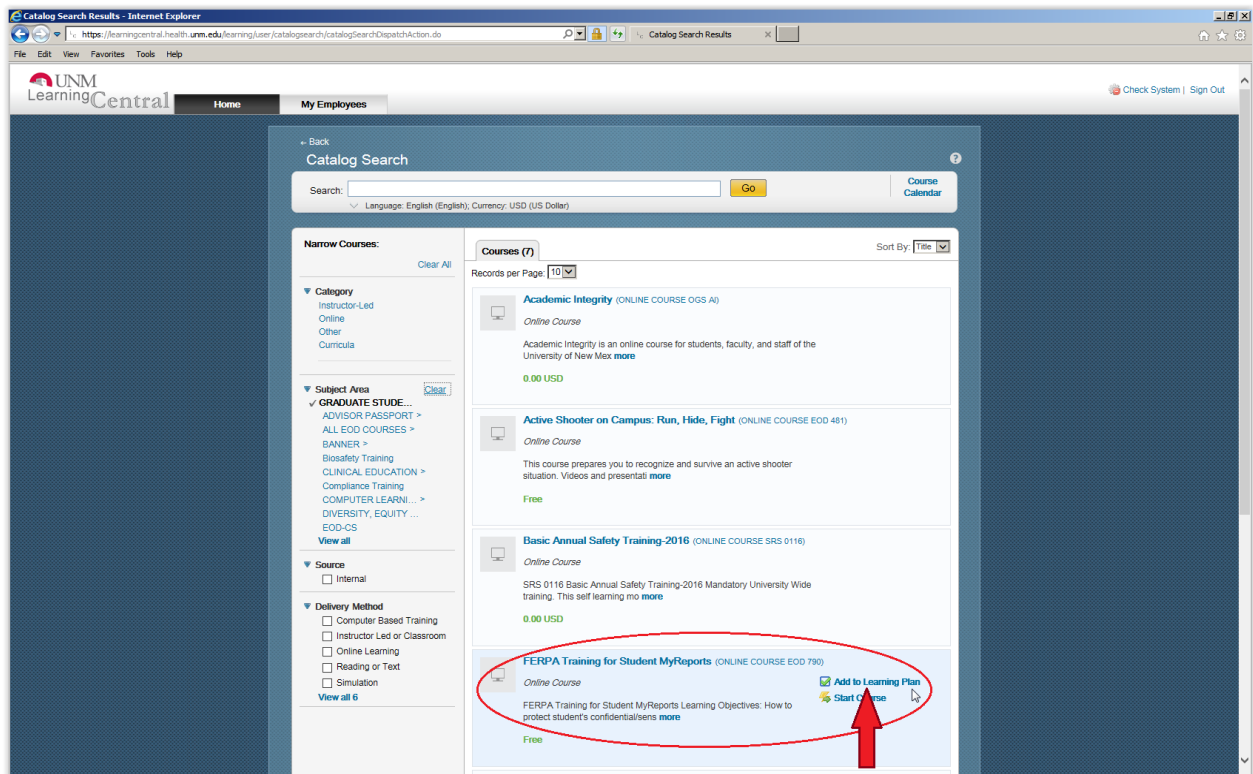
4. Select “Graduate Students” from the Subject Area drop down menu (left side of screen)



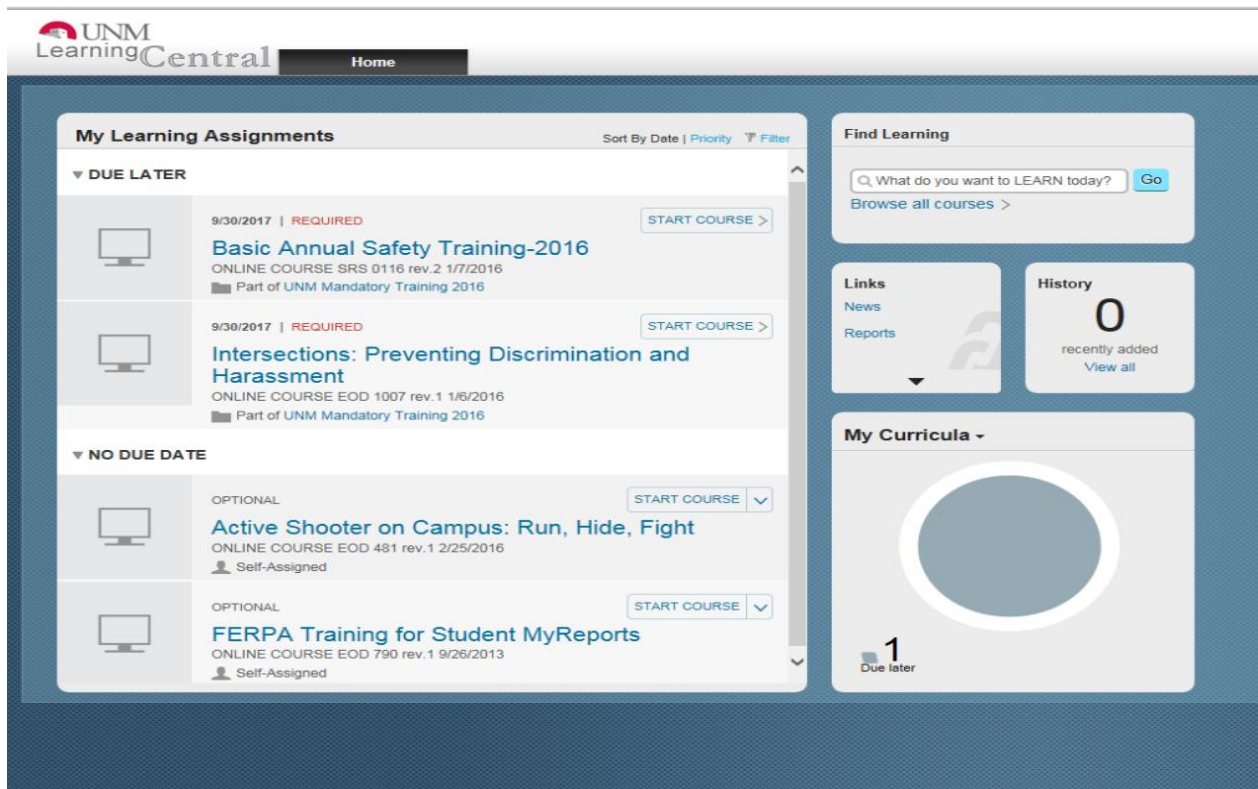
5. Select Active shooter on Campus: Run, Hide, Fight and “Add to Learning Plan”.



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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