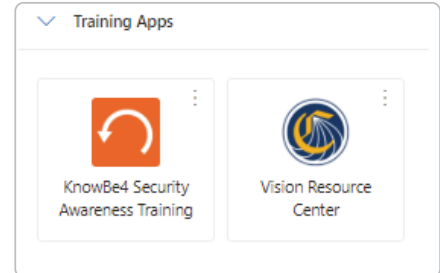## STEP 1 - Accessing the Platform

You can access the trainings through the RCCD Portal Guard Single Sign-on **RCCD My Apps**.
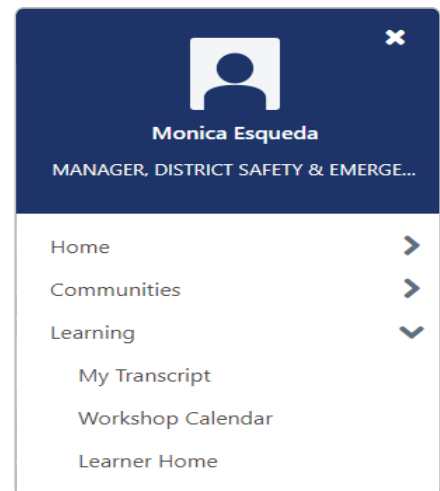
You can access IT trainings through the Knowbe4 Security app and HRER & Risk Trainings through the Vision Resource Center App.

For Risk trainings, click on the Vision Resource Center app or access online at – **Vision Resource Center Login**

STEP 2 - Accessing trainings page

Find the 3 lines on top right corner of the main page. Go to Learning, then Learner home
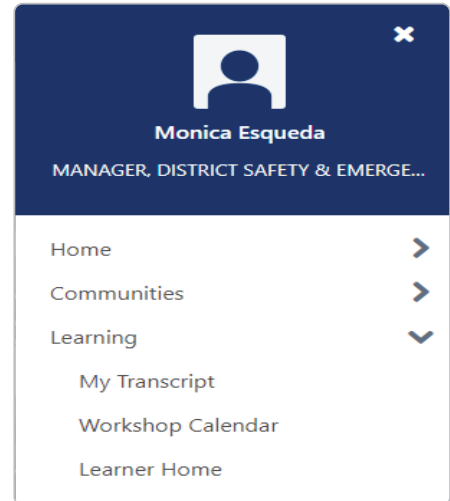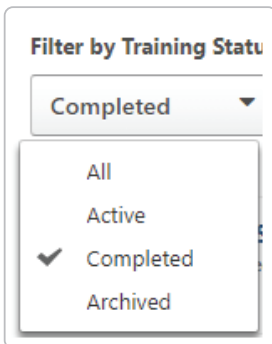

STEP 3 - Accessing Assignments

Find assignments on Left hand side and start completing assignments. Hit the launch buttons to get started.
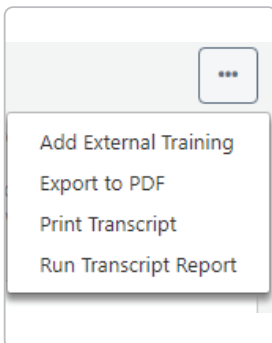
STEP 4 - Running transcripts to report completions

Once you have completed all assignment go to **My Transcript**.

Chose-Filter training status to **Completed.**

Filter by Training Status

| Completed ▼ |

✓	All
	Active
✓	Completed
	Archived

Monica Esqueda
MANAGER, DISTRICT SAFETY & EMERGE...

Home >
Communities >
Learning ∨
  My Transcript
  Workshop Calendar
  Learner Home

Find the 3 dots on top right hand side and chose print a transcript.

···

Add External Training
Export to PDF
Print Transcript
Run Transcript Report

STEP 5 - You can send this report to your manager

Completed Training: Monica Esqueda

Title	Type	Completion Date	Score	Status
Active Shooter 3.0	Online Class	12/13/2024	100	Completed
Know Your Response to an Active Shooter	Online Class	12/11/2024	1	Completed
Vision Resource Center Admin Office Hours (Starts 12/10/2024)	Session	12/10/2024	0	Completed
SEMS/NIMS/ICS Combined Course	External Training	12/4/2024		Completed
FEMA ICS100 Training	External Training	12/4/2024		Completed

STEP 5-A - You may also use this to request FLEX credits

Completed Training: Monica Esqueda

Title	Type	Completion Date	Score	Status
Active Shooter 3.0	Online Class	12/13/2024	100	Completed
Know Your Response to an Active Shooter	Online Class	12/11/2024	1	Completed
Vision Resource Center Admin Office Hours (Starts 12/10/2024)	Session	12/10/2024	0	Completed
SEMS/NIMS/ICS Combined Course	External Training	12/4/2024		Completed
FEMA ICS100 Training	External Training	12/4/2024		Completed

STEP 5-B - You will also be able to View and Print certificates on this page for the Telework agreement through HRER.

Filter the training status to find the certificate you need. Once you find it, click on View Certificate. You can then save to your computer or print.

Filter by Training Status | Sort by | Filter by Training Type | Search by Keyword

All | Date Added | All Types | ergo

Search Results (1)

Office Ergonomics
Completed : 7/3/2024 | Status : Completed | Training Type : Online Class | Training Status : Completed

View Certificate

Sample Certificate

This certificate is awarded to

Monica Esqueda

for the successful completion of the course

Office Ergonomics
by CyberU

0 Hours 14 Minutes

Date: 7/3/2024