Accessing the Larimer County Learning Center

1. Using Google, log in automatically via the link on the bboard or through the Google Chrome Desktop icon.
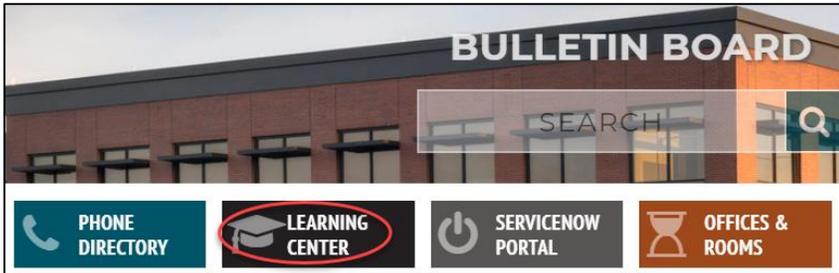

OR

2. Please email lctraining@larimer.org if you have difficulties accessing the LC Learning Center. If you are a temporary/seasonal employee, you may not be set up with Okta, so you will have to manually log in to the LC Learning Center at https://larimer.myabsorb.com and use your log in credentials from your enrollment email. Please email LCTraining@co.larimer.co.us if you are still experiencing log in difficulties and we will assist you as quickly as possible.

Enrolling in Compliance Training for New Employees

1. Click "Catalog" icon to view all available classes.
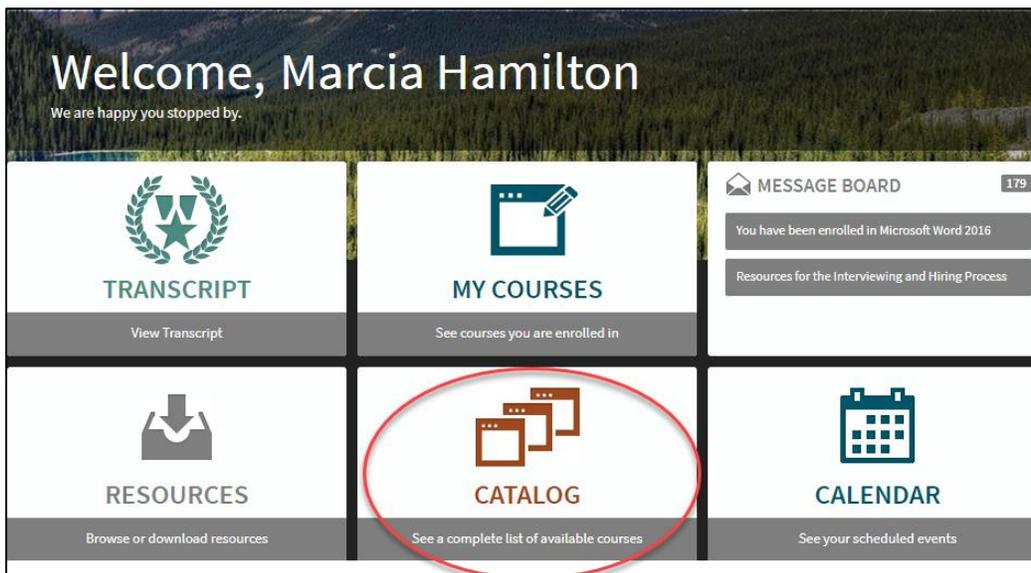
3. Compliance training is located under "Human Resources" and then "New Employees".

Finance	2	🗂
Human Resources	68	🗂
Information Technology	23	🗂

Available Sessions	25	🗂
New Employees	6	🗂
No Sessions Available / Past Sessions	28	🗂

4. Click on "Enroll" for the appropriate training – you only need to take the one relevant to your role. The button will turn grey and say "Launch" and you can either launch the training or come back to it later by clicking "My Courses" from your dashboard, then Human Resources and New Employees.

New Employees - Required Compliance Training for Non-Supervisory Employees (2018)
Curriculum   **Enroll**

New Employees - Required Compliance Training for Supervisors and Managers (2018)
Curriculum   **Enroll**

5. Compliance training consists of 3 videos with corresponding quizzes and a policy review and acknowledgement. **You are not complete until you complete all 4 parts of the training.** You will want to click the back button on the browser after completing each portion to move to the next section. If needed, more detailed step by step instructions are available below.

Step by Step Instructions for Compliance Training

Please note: There might be slight variances in the titles based on compliance course bundle and year.

1. Access the training in which you are enrolled.
   A. Annual Compliance: My Courses → Human Resources → Online Classes → Find annual compliance training for the current year.
   B. New Employee Compliance (once enrolled): My Courses → Human Resources → New Employees → Find new employee compliance training for the current year.
2. Click "Launch" to access the compliance training content.

New Employees - Required Compliance Training for Non-Supervisory Employees (2018)
Curriculum   **Launch**
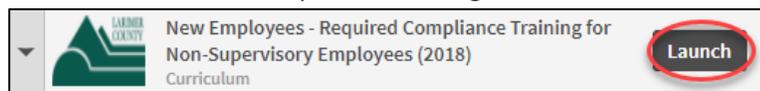
3. Click "Launch" next to EEO Made Simple.

EEO Made Simple (New Employees, 2018)
Online Course   **Launch**

4. Click "Launch" next to the video, press the play button to watch the content, then the "Next Activity" button next to the quiz to take the 10 question quiz. You can either click "Next Activity" to be taken directly to the quiz or click "Close Activity" and then launch the quiz.

| ▼ | ▶ | EEO Made Simple Video | Launch |
| ▼ | ▶ | EEO Made Simple Post Test | Launch |

Activity Complete ✕

Would you like to close this activity and return to your course, or would you like to launch the next activity?

Close Activity   OR   Next Activity

OR

| ▼ | ▶ | EEO Made Simple Post Test | Launch |
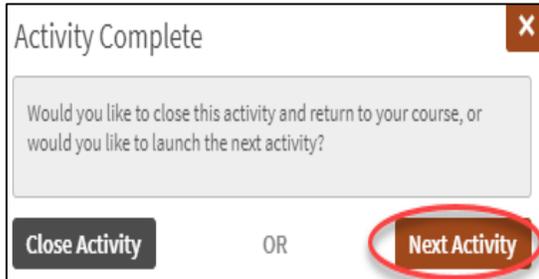
5. Once you complete the quiz and close the activity, click the back arrow on the browser – you are not complete yet, there are 3 more parts.

⟵ → C ⌂ 🔒 Secure   Larimer County Learning ✕
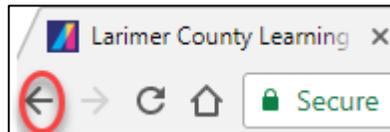
6. Click "Launch" next to the Harassment Prevention content (either for Supervisors or for Non-supervisors depending on your position).
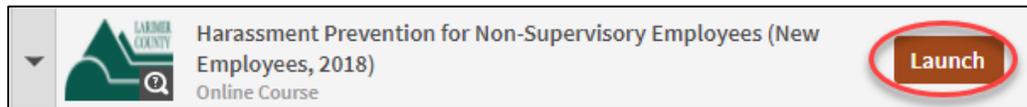
| ▼ | LARIMER COUNTY | Harassment Prevention for Non-Supervisory Employees (New Employees, 2018) Online Course | Launch |

7. Click "Launch" next to the video, press the play button to watch the content, then the "Launch" button next to the quiz to take the 10 question quiz. You can either click "Next Activity" to be taken directly to the quiz or click "Close Activity" and then launch the quiz.

| ▼ | ▶ | Harassment Prevention for Non-Supervisory Employees | Launch |
| ▼ | ▶ | Harassment Prevention for Non-Supervisory Employees Quiz | Launch |

Activity Complete ✕

Would you like to close this activity and return to your course, or would you like to launch the next activity?

Close Activity   OR   Next Activity

OR

| ▼ | ▶ | Harassment Prevention for Non-Supervisory Employees Quiz | Launch |
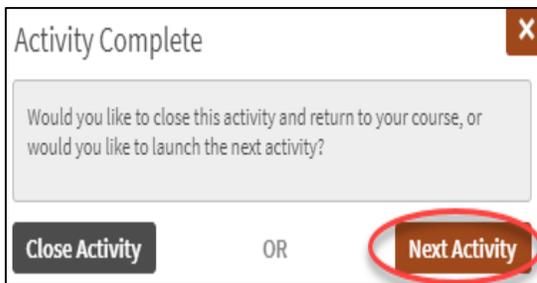
8. Once you complete the quiz and close the activity, click the back arrow on the browser – you are not complete yet, there are 2 more parts.
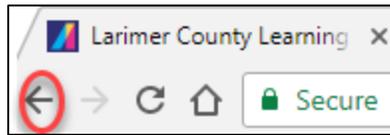

9. Click "Launch" next to Workplace Ethics Made Simple.

Workplace Ethics Made Simple (New Employees, 2018)
Online Course
Launch

10. Click "Launch" next to the video, press the play button to watch the content, then the "Launch" button next to the quiz to take the 8 question quiz. You can either click "Next Activity" to be taken directly to the quiz or click "Close Activity" and then launch the quiz.

Workplace Ethics Made Simple Video (2018)   Launch

Workplace Ethics Made Simple Quiz (2018)   Launch

Activity Complete

Would you like to close this activity and return to your course, or would you like to launch the next activity?

Close Activity   OR   Next Activity

OR

Workplace Ethics Made Simple Quiz (2018)   Launch
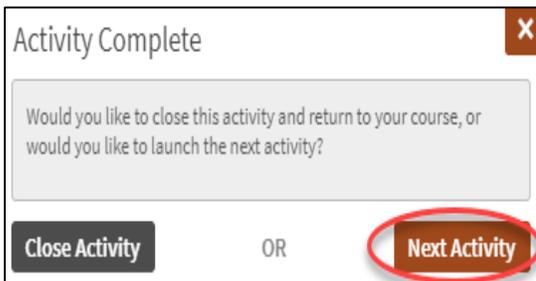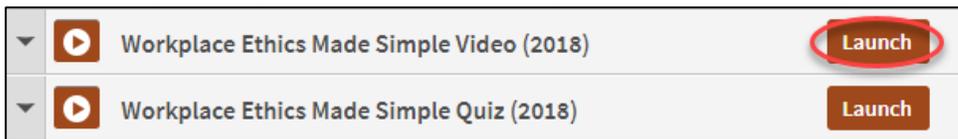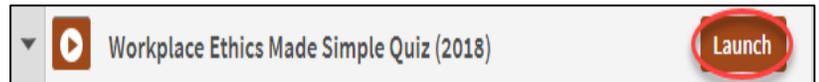
11. Once you complete the quiz and close the activity, click the back button on the browser – you are not complete yet, there is 1 more part.
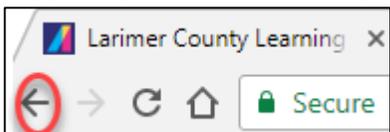

12. Click "Launch" next to the Legal Compliance Policy Review.

Legal Compliance Policy Review and Acknowledgment (New Employees, 2018)
Online Course
Launch

13. Click "Launch" again.

Policy Review and Acknowledgement   Launch
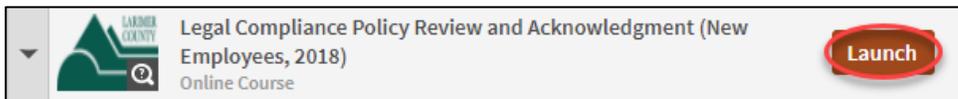
14. Click on the link in the message to read over policy, then click the blue "Proceed" button to acknowledge reading and understanding policy.

Please review Human Resources Policy and Procedure 331.4.25A on Conditions of Employment before proceeding.

If you have any questions, please contact your HR Generalist before acknowledging that you have read and understand the policy.

Proceed →

15. Select the appropriate radio button that you either read and understand the policy or that you have questions, will contact your generalist, and then re-access the policy acknowledgement, then click "Submit Response".

Question 1   Select the appropriate response

                                                              Open Attachment 📎

I acknowledge that I read and understand the policy on Legal Compliance (Human Resources Policy and Procedure 331.4.25A).

○ By selecting this answer, I certify that I read and understand Human Resources Policy and Procedure 331.4.25A on Legal Compliance.

○ I have questions and will contact my HR Generalist with Questions, then will re-access this acknowledgement.

1 of 1 Questions Remaining   Submit Response ✓

16. You will know you are complete because there will be green checkmarks next to all 4 parts of the training, the brown status bar above the training content will turn green with messaging stating you are complete, and you will receive a confirmation email.

The video isn't launching or won't play

1. Make sure you are using Google Chrome of Firefox. If you are using either of those browsers and are still having issues, make sure your pop-ups are not disabled. If needed, here are instructions for allowing popups with [Chrome](#) and [Firefox](#).

I am getting an error trying to access the LC Learning Center through the link in the email or the desktop icon.

1. The link on the bboard and the desktop shortcut both use Okta single sign on and will not work if you are on VPN or VDN. If you wish to log in through Okta, please go to https://larimer.okta.com and sign in with your active directory log in credentials. If you are a temporary/seasonal employee, you may not be set up with Okta, so you will have to manually log in to the LC Learning Center at https://larimer.myabsorb.com and use your log in credentials from your enrollment email. Please email LCTraining@co.larimer.co.us if you are still experiencing log in difficulties and we will assist you as quickly as possible.