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.
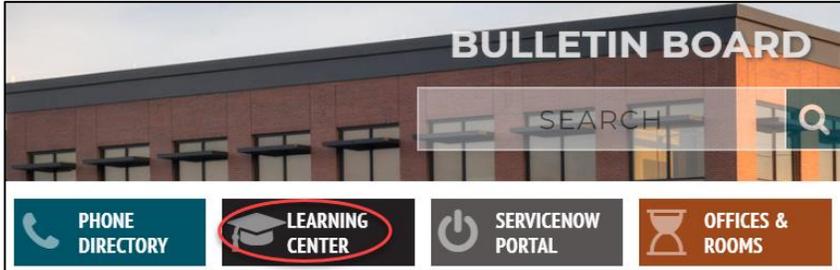
OR

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.

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. The quickest way to access your enrollment is to find it under "Mandatory Courses" on your dashboard and click "Start" to access the content.
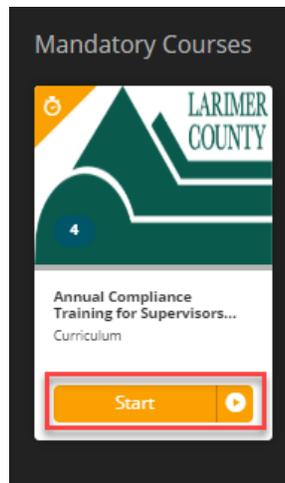
2. Click "Enroll" next to EEO Made Simple and then "Start"

3. Click "Start" 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.

4. Once you complete the quiz and close the activity by clicking "Submit Exam", then "Continue", then "Close Activity". Next, click the back arrow above the Course Content – you are not complete yet, there are 4 more parts.

5. Click "Enroll" next to the Harassment Prevention content (either for Supervisors or for Non-supervisors depending on your position), then click "Start".

6. Click "Start" next to the video, press the play button to watch the content, then the "Start" button next to the quiz to take the 10 question quiz. Click "Next Activity" to be taken directly to the quiz.

7. Once you complete the quiz and close the activity by clicking "Submit Exam", then "Continue", then "Close Activity". Next, click the back arrow above the Course Content – you are not complete yet, there are 3 more parts.

This course is part of the curriculum: Annual Compliance Training for Supervisors and Managers (2019)
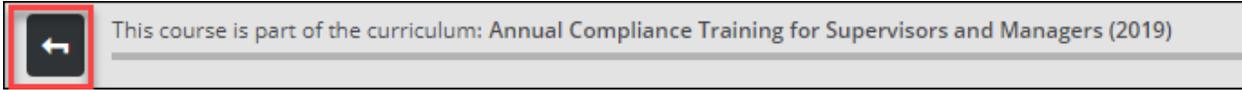
8. Click "Enroll" next to Workplace Ethics Made Simple, then "Start".
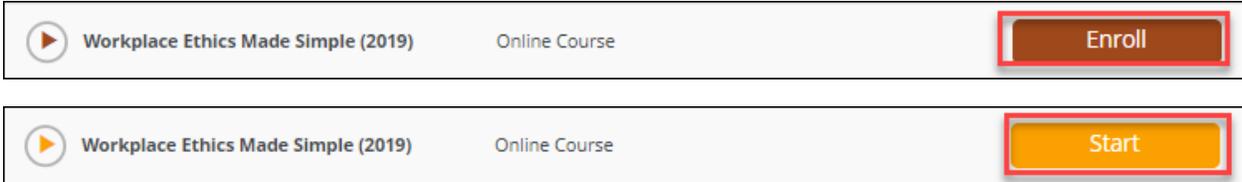
Workplace Ethics Made Simple (2019)   Online Course   Enroll

Workplace Ethics Made Simple (2019)   Online Course   Start

9. Click "Start" next to the video, press the play button to watch the content, then the "Start" button next to the quiz to take the 5 question quiz. Click "Next Activity" to be taken directly to the quiz.

Chapter 1   2 Lesson(s)
Workplace Ethics Made Simple Video (2019)   Start
Status: Not Started

Workplace Ethics Made Simple Quiz (2019)   Start
Status: Not Started   Attempts: 0   Max Attempts: 5

Activity Complete
You have completed 0% of this course.
Next Lesson:
Workplace Ethics Made Simple Quiz (2019)
Next Activity
Close Activity

10. Once you complete the quiz and close the activity by clicking "Submit Exam", then "Continue", then "Close Activity". Next, click the back arrow above the Course Content – you are not complete yet, there are 2 more parts.


This course is part of the curriculum: Annual Compliance Training for Supervisors and Managers (2019)
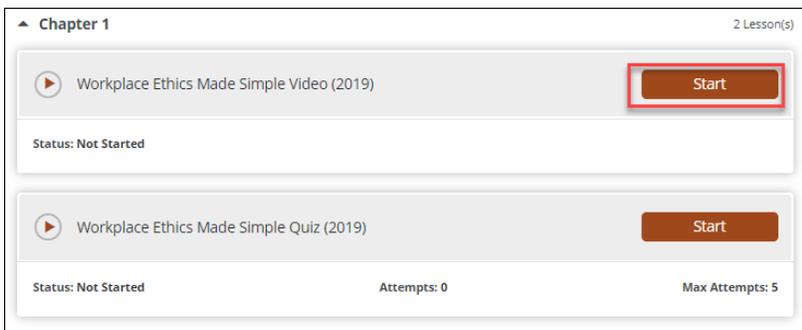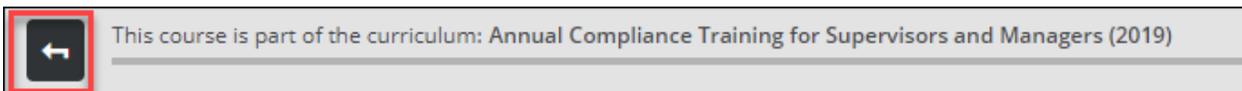
11. Click "Enroll" next to Americans with Disabilities Act, then "Start".

Americans with Disabilities Act (2020)   Online Course   Enroll   ⋮

Americans with Disabilities Act (2020)   Online Course   Start   ⋮
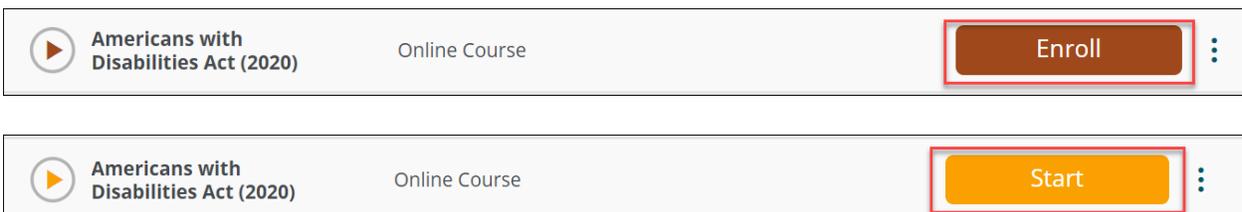
12. Click "Start" next to the video, press the play button to watch the content, click the X in the upper right corner once the video ends, then "Start" button next to the quiz to take the 5 question quiz.

13. Once you complete the quiz and close the activity by clicking "Submit Exam", then "Continue", then "Close Activity". Next, click the back arrow above the Course Content – you are not complete yet, there is 1 more part.
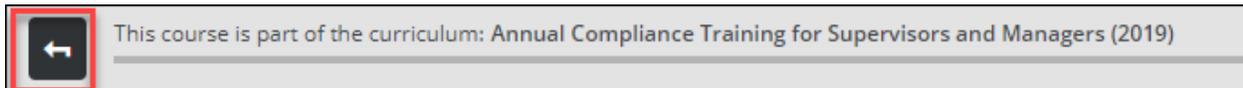
14. Click "Enroll" next to the Legal Compliance Policy Review, then "Start".

15. Click on the link to the Human Resources Policy and Procedure 331.4.25A to review the Legal Compliance policy, then "Start" to access the acknowledgement.

16. Click on the link in the message to read over policy if you did not review it on the previous step, then click the blue "Proceed" button to acknowledge reading and understanding policy.

Please review Human Resources Policy and Procedure 331.4.25A on Legal Compliance before proceeding.

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

Proceed →

17. If you did not review the policy on the previous 2 steps, you may access the policy by clicking the "Open Attachment" link in the upper right corner. Next, 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 ✔

18. Once you complete the quiz and close the activity by clicking "Submit Exam", then "Continue", then "Close Activity". Next, click the back arrow above the Course Content – you are not complete yet, there are 2 more parts.

← This course is part of the curriculum: Annual Compliance Training for Supervisors and Managers (2019)

19. 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. Additionally, the course will no longer be listed under "Mandatory Courses". If you have questions on your completion status, please email LCTraining@larimer.org.

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.