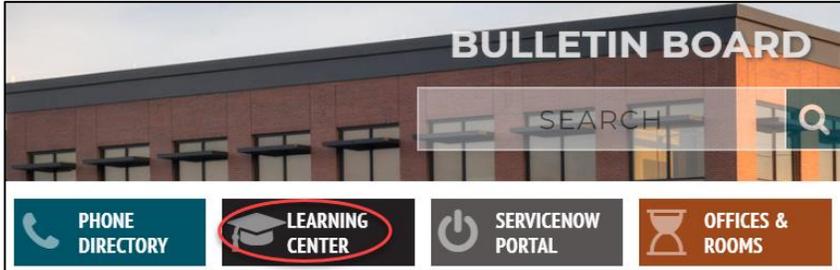


## Accessing the Larimer County Learning Center

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



OR

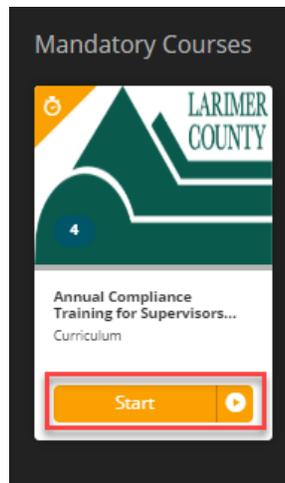


2. Please email [lctraining@larimer.org](mailto:lctraining@larimer.org) if you have difficulties accessing the LC Learning Center. If you are a temporary/seasonal employee, you may not be set up with Okta, so you will have to manually log in to the LC Learning Center at <https://larimer.myabsorb.com> and use your log in credentials from your enrollment email. Please email [LCTraining@co.larimer.co.us](mailto: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.

▲ EEO Made Simple 2 Lesson(s)

▶ EEO Made Simple Video Start

Status: Not Started  
Please watch this 10 1/2 minute video.

▶ EEO Made Simple Post Test Start

Status: Not Started Attempts: 0 Max Attempts: 5  
Please take this 10 question quiz. You must receive an 80% to pass.

Activity Complete

You have completed 0% of this course.

Next Lesson:  
EEO Made Simple Post Test

Next Activity

Close Activity

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.

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

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

▶ Harassment Prevention for Supervisors and Managers... Online Course Enroll

▶ Harassment Prevention for Non-Supervisory Employees (2019) Online Course 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.

▲ Harassment Prevention for Non-Supervisory Employees 2 Lesson(s)

▶ Harassment Prevention for Non-Supervisory Employees Start

Status: Not Started

▶ Harassment Prevention for Non-Supervisory Employees Quiz Start

Status: Not Started Attempts: 0 Max Attempts: 5  
Please take this 10 question quiz. You must receive an 80% to pass.

Activity Complete

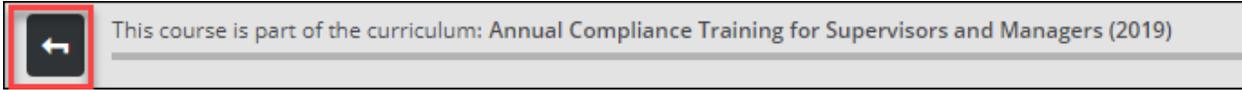
You have completed 0% of this course.

Next Lesson:  
Harassment Prevention for Non-Supervisory Employees Quiz

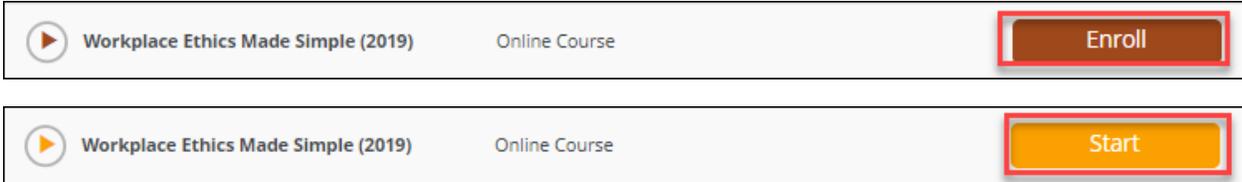
Next Activity

Close Activity

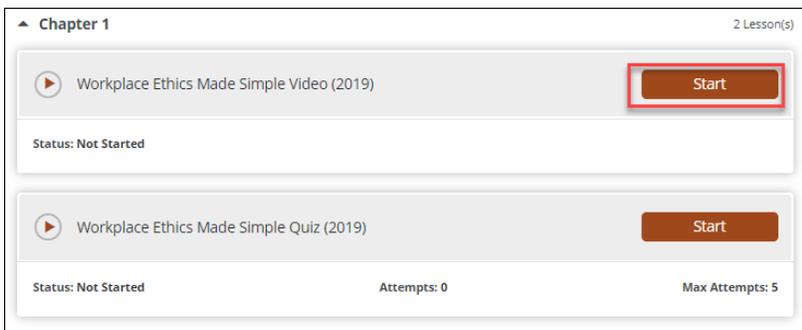
- Once you complete the quiz and close the activity by clicking “Submit Exam”, then “Continue”, then “Close Activity”. Next, click the back arrow above the Course Content – you are not complete yet, there are 3 more parts.



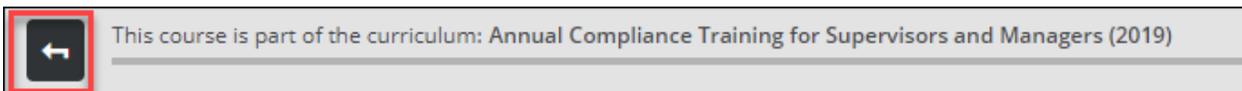
- Click “Enroll” next to Workplace Ethics Made Simple, then “Start”.



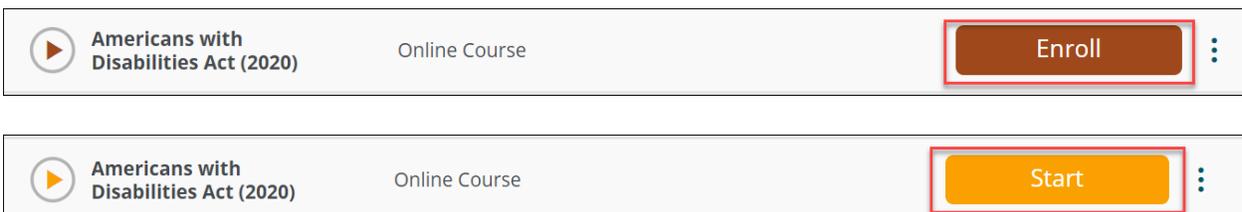
- Click “Start” next to the video, press the play button to watch the content, then the “Start” button next to the quiz to take the 5 question quiz. Click “Next Activity” to be taken directly to the quiz.



- 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.



- Click “Enroll” next to Americans with Disabilities Act, then “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.

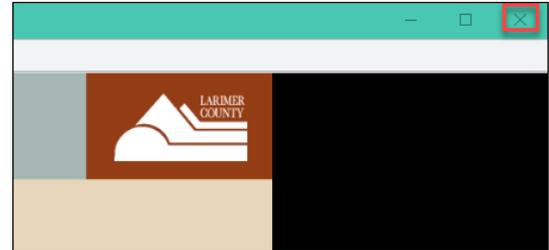


Americans with Disabilities Act (2020) Video **Start**

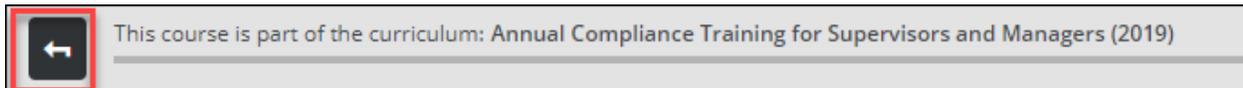
**Status: Not Started**  
Please review the video on the Americans with Disabilities Act. Once you click launch, it will begin playing.

Americans with Disabilities Act Quiz (2020) **Start**

**Status: Not Started**      **Attempts: 0**      **Max Attempts: 5**  
Please complete the 5 question quiz in order to complete the online ADA course. You must pass with a minimum score of 80% (4/5 correct) to complete the class, otherwise you will need to retake the 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.



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

14. Click “Enroll” next to the Legal Compliance Policy Review, then “Start”.

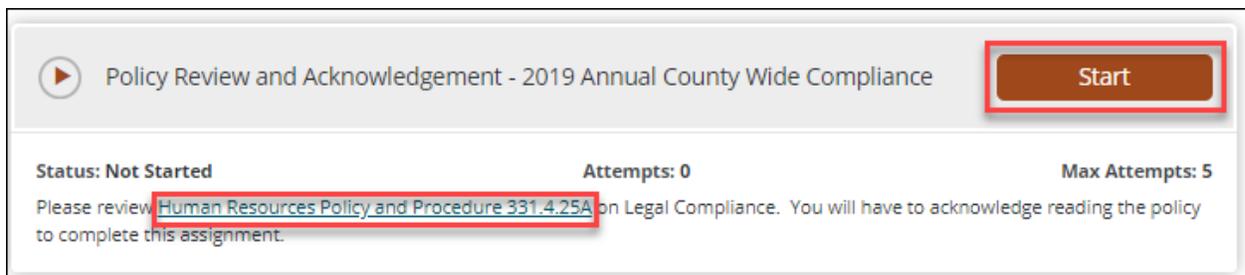


**▶** Legal Compliance Policy Review and Acknowledgment (2019)      Online Course      **Enroll**



**▶** Legal Compliance Policy Review and Acknowledgment (2019)      Online Course      **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.



**▶** Policy Review and Acknowledgement - 2019 Annual County Wide Compliance      **Start**

**Status: Not Started**      **Attempts: 0**      **Max Attempts: 5**  
Please review [Human Resources Policy and Procedure 331.4.25A](#) on Legal Compliance. You will have to acknowledge reading the policy to complete this assignment.

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.

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](mailto:LCTraining@larimer.org).

The screenshot displays the 'Annual Compliance Training for Non-Supervisory Employees (2020)' curriculum page. The main content area lists five courses, each with a green checkmark indicating completion:

- Annual Compliance Training for Non-Supervisory Employees (2020) (You must complete 5 of the following courses)
- EEO Made Simple (2020) - Online Course
- Harassment Prevention for Non-Supervisory Employees (2020) - Online Course
- Workplace Ethics Made Simple (2020) - Online Course
- Americans with Disabilities Act (2020) - Online Course
- Legal Compliance Policy Review and Acknowledgment (2020) - Online Course

On the right side, a summary panel shows:

- Completed: 5/5 Courses
- 100% completion progress indicator
- Certificate icon and link: Annual Compliance Training for Non-S...
- Credits: 1

### **The video isn't launching or won't play**

1. Make sure you are using Google Chrome or 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](mailto:LCTraining@co.larimer.co.us) if you are still experiencing log in difficulties and we will assist you as quickly as possible.