



How to Access the Mandatory Trainings in Blackboard

To ensure compliance under State law, employees must complete training in the following areas on an annual basis: (1) Sexual Harassment Response & Prevention Training; (2) Workplace Violence Prevention Training; and (3) Keeping Children Safe on Campus Training.

The purpose of this document is to help you locate the training materials online:

1. Log in to myMCC

MCC Network Login

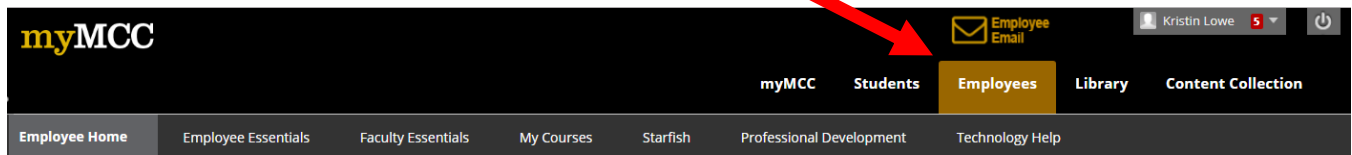
MCC Email Address
jdoe9@student.monroecc.edu

MCC Network Password
Password

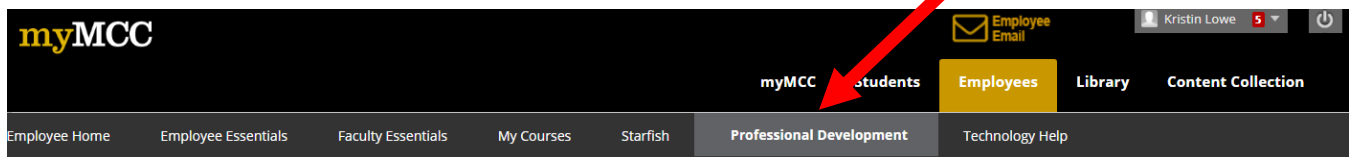
Sign-In

- [Forgot Your Password?](#)
- [Alt. Blackboard Login](#)
- [Student Technology FAQs](#)
- [Technology Support](#)

2. Click on the “Employees” tab.



3. Click on the “Professional Development” subtab.



(Instructions are continued on the next page.)




4. Locate the “Human Resources Training” area on the Professional Development webpage and click on the links for “Sexual Harassment Response and Prevention,” “Keeping Children Safe on Campus,” and “Workplace Violence Prevention” and complete each training.

Employee Home Employee Essentials Faculty Essentials My Courses Starfish **Professional Development** Technology Help

Professional Development


Advising Courses



- ADV 102: Introduction to Placement Testing
- ADV 104: DegreeWorks
- ADV 106: Transfer Finder Training
- ADV 108: Interpreting High School Transcripts
- ADV 110: Introduction to Financial Aid
- ADV 111: Satisfactory Academic Progress
- ADV 115: Health Related Program Information
- ADV 121: Advising for Mathematics Courses
- ADV 123: Veteran Services: Navigating Military

Schools Advising Module


NEW! Online Advisor Handbook!



Advisor Handbook

Guided Pathways Resources

Teaching Creativity Center



Human Resource Training

- FERPA Training
- Campus Security Authority (CSA) Training
- Sexual Harassment Response and Prevention
- Keeping Children Safe on Campus
- Workplace Violence Prevention and Response

Questions or comments? Email HRTraining@monroecc.edu