

Training Course Instructions

To take the training course:

1. Navigate to <https://mylearning.suny.edu>

MAKE SURE YOU ARE USING **GOOGLE** OR **FIREFOX**, THE TRAINING MODULE **WILL NOT** WORK WITH INTERNET EXPLORER!

2. Enter your username [your SUNY Canton username]
3. Enter your password [your SUNY Canton password]
4. Click the "login" button



5. Click on SUNY Canton Compliance Training Tab *
6. Click on the folder of Your Assigned Training Topic *



7. If you wish to have Read Speaker read the training to you, go to step 8
If you wish to read the training go to step 9
8. If you want to have **Read Speaker** read the training to you follow these instructions:
 - i. Click on the  icon next to the name of the training
 - ii. Next click the  Listen icon, please be patient, it may take a minute to download this feature
 - iii. To move to the next slide click the  icon
 - iv. Note, you must click on the  Listen icon for each slide
9. *If you wish to **read** the module without using the Read Speaker feature follow these instructions:
 - i. *Click on the title of the training, the top folder is for the training, the bottom folder is for the test, do not click on the  icon
 - ii. *Open the training by clicking on the folder at the bottom left of the page  Name of Training...ppt ^
10. Once you are finished with the training module, be sure to click on the test folder for your training topic and take the test.