

Instructions to Complete Diversity Training for Serving on Hiring Committees

Training can be accessed via this link:

<https://cccpln.csod.com/samldefault.aspx?oid=14&returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253d0cd06e06-42a4-4d39-96e4-43d6e7f5b59d>

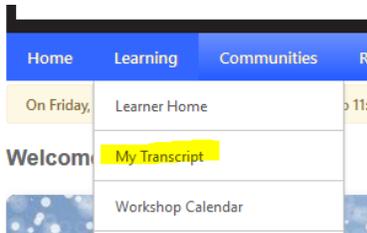
- Once you launch the video, it will appear on your Active transcript in GROW@4CD
- Training can be viewed all at once, or a little at a time. The video will keep track of where you left off. Once the video is viewed to the end, it will move to your Completed transcript.

Accessing training without the deep link or generating certificate of completion:

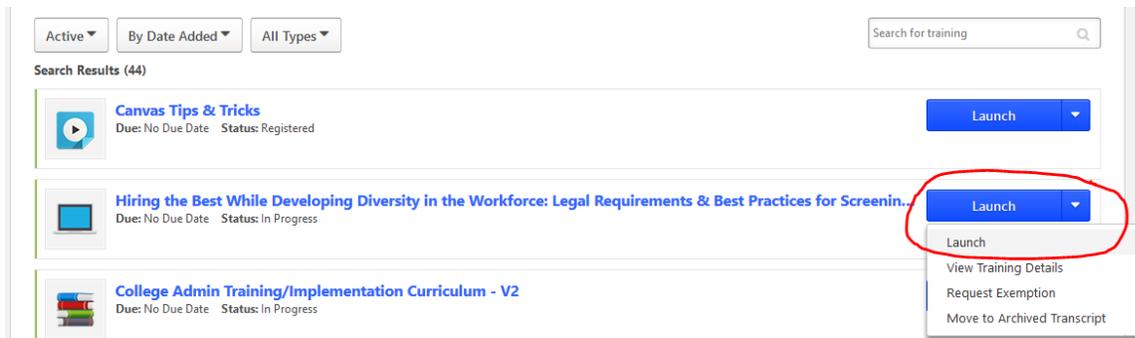
- Go to the InSite tile page and click on the GROW tile, then click the green banner on the next page. The system will log you in through our SSO.



- From the Learning tab on the navigation menu, select "My Transcript"



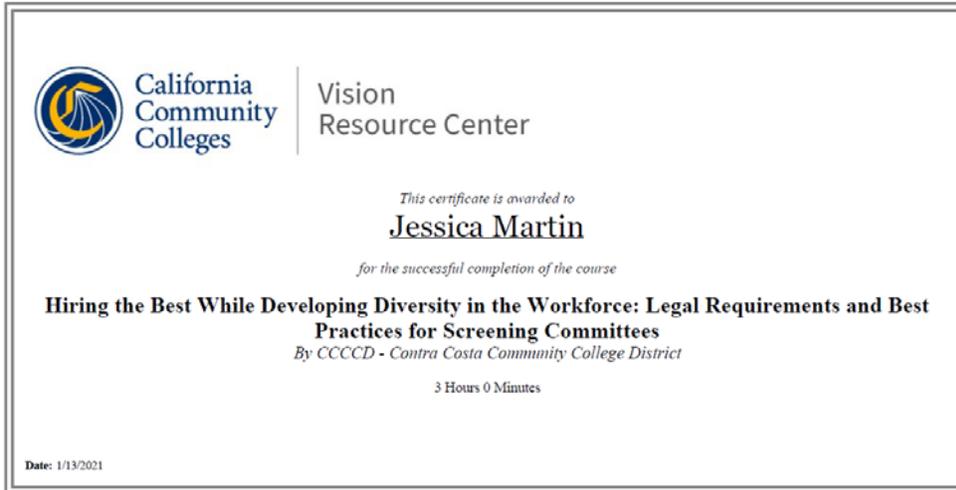
- If you have launched the training from the deep link in your email, it will already be on your Active transcript. You can click "launch" to continue the training, or select "View Training Details" to view information about the training.



- Once training is complete, return to your transcript page and select "Completed" from the transcript menu



- Once on the Completed transcript page, click “View Certificate” next to the completed Diversity training title. It will automatically generate a PDF certificate of completion that is date stamped.



- Save the PDF certificate and submit it to your HR department as proof that you completed the training so you may serve on a hiring committee.

NOTES FOR THOSE WHO ALREADY COMPLETED THE TRAINING, BUT NEED THE CERTIFICATE:

- If you completed the training by attending the live workshop, you can still generate a certificate of completion by following the instructions above.
- If you viewed an older version of the training video, it may show a status of “Inactive” on your Completed transcript. That is okay. Click the arrow next to Inactive and choose “View Certificate.”

