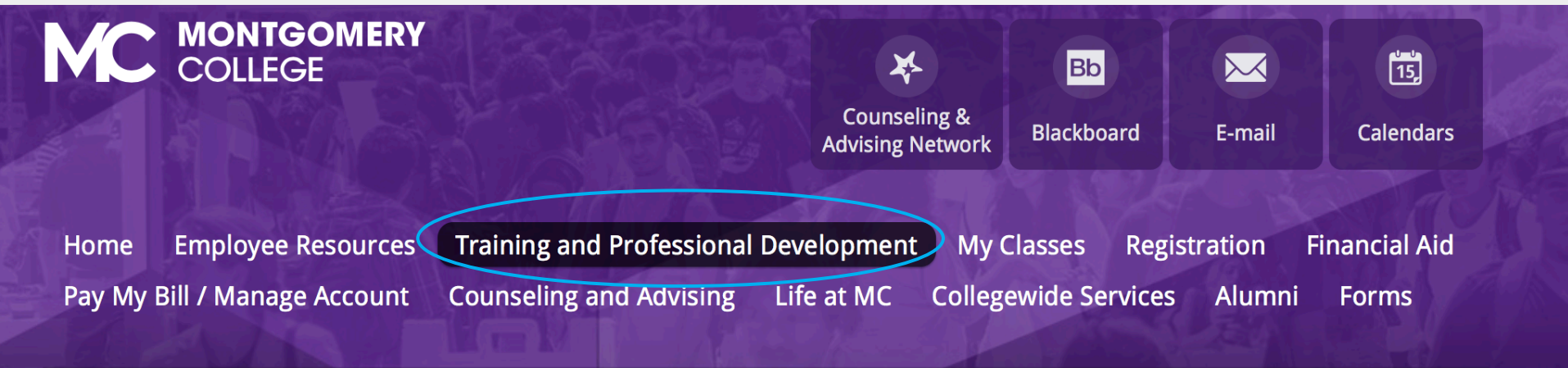


# How to Access Required Trainings on MC Learns

# Accessing Required Trainings on MC Learns

1. Log into MyMC and click on **Training and Professional Development** from the home screen.



# Accessing Required Trainings on MC Learns

2. From the Training and Professional Development page click on MC Learns.

The screenshot displays the Montgomery College website. The header features the MC logo and the text 'MONTGOMERY COLLEGE'. Navigation links include Home, Employee Resources, Training and Professional Development (highlighted), My Classes, Registration, Financial Aid, Pay My Bill / Manage Account, Counseling and Advising, Life at MC, Collegewide Services, Alumni, and Forms. A secondary navigation bar contains icons for Counseling & Advising Network, Blackboard, E-mail, and Calendars. The main content area is divided into three sections: Professional Development, Required Training for Employees, and MC Learns. The Professional Development section mentions the merger of CPD and ELITE and provides a link to BRIT Training materials. The Required Training for Employees section lists required training for FY2021. The MC Learns section, which is circled in red, features the MC Learns logo and a link to enroll in classes, programs, e-courses, and workshops. The ELITE logo is also visible in the bottom left of the main content area.

**Professional Development**

The Center for Professional and Organizational Development (CPOD) has merged with ELITE.

You can find a roster of developmental opportunities through [MC Learns](#) and through the ELITE section below.


Link to BRIT Training materials [for facilities & Public Safety staff only](#).

**Required Training for Employees**


Required training for Fiscal Year 2021

- [Required training for FY2021](#)
- [More Information](#)

**ELITE - E-Learning, Innovation, and Teaching Excellence**

 The [E-Learning, Innovation and Teaching Excellence](#) (ELITE) team provides instructional professional development, learning technology support, and college-wide academic initiatives. [Contact Us](#)

**MC Learns**

 Visit [MC Learns](#) to enroll in classes, programs, e-courses and workshops.

# Accessing Required Trainings on MC Learns

## 3. Click on the Required Training tile from the MC Learns home page

**NAVIGATION**


- ▶ Schedule of Classes
- ▶ Required Training
- ▶ Program Applications
- ▶ My Current Learning
- ▶ My History
- ▶ Help & Resources

**QUICK LINKS**

- ▶ Montgomery College
- ▶ MyMC
- ▶ Learning Sponsors


### Welcome

**MC Learns is where you register for classes** and events, take online courses and access other learning resources and content. Click the buttons below to access various learning opportunities, required training and your current learning and learning history.




Schedule of  
Classes & Events

Click to view upcoming  
classes & events and enroll.




E-Course  
Catalog

Click to view a list of  
the e-courses available




Required  
Training

Click to access and register for  
this year's required training.




Cohort Program  
Applications

Click to apply to a  
cohort program..




My Current  
Learning

Click to view all the events  
you are enrolled in.



My Learning  
History

Click to see a list of classes &  
events you have completed.



Help and  
Resources

Click to view help, guides  
and other MC Learns resources.

For questions, comments or page errors, please send email to [mcleam@montgomerycollege.edu](mailto:mcleam@montgomerycollege.edu).

*Engaging. Enriching. Empowering*

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**MC** MONTGOMERY  
COLLEGE

# Accessing Required Trainings on MC Learns

4. Click on the training you would like to take. When the trainings are available, there will be hyperlinks to the classes.

Collegewide Online Required Training		
Title	Available	Completion Deadline:
<b>Coronavirus and COVID-19</b>  This training is required for all MC employees, including those who are working remotely.  For Employees: <ul style="list-style-type: none"><li>• <a href="#">Safety Short: Coronavirus and COVID-19</a> (English versions)</li><li>• <a href="#">Curso corto de seguridad: Coronavirus y COVID-19</a> (Spanish version)</li><li>• <a href="#">Return to Campus Webinar for Employees: COVID-19 Changes to Your Workplace</a></li></ul> For Supervisors: <ul style="list-style-type: none"><li>• <a href="#">Guidance for Supervisors Webinar: COVID-19 Changes to Your Workplace</a></li></ul>	August 2020	Trainings must be completed before any employee arrives to an MC campus or MC location before their next scheduled arrival to their work location.  This applies even if an employee is just coming to pick up items from the office or checking on something and are not planning a long stay.
<b>Ethics: Conflict of Interest</b>  Training provides critical guidance on recognizing and handling conflicts—or potential conflicts—that can threaten organizational integrity. Learners will explore how conflicts in key areas can harm the College.	coming soon	June 30, 2021
<b>Data Security @MC</b>  As required by our cybersecurity insurance provider, this online module provides security awareness training for all employees.	coming soon	June 30, 2021
<b>Equity and Inclusion</b>  During the coming year, the Office of Equity and Inclusion, in collaboration with ELITE, will offer a menu of opportunities to support our journey towards justice, equity, and respect. Among the topics we expect to cover will be recognizing implicit bias; understanding and responding to	TBD	June 30, 2021