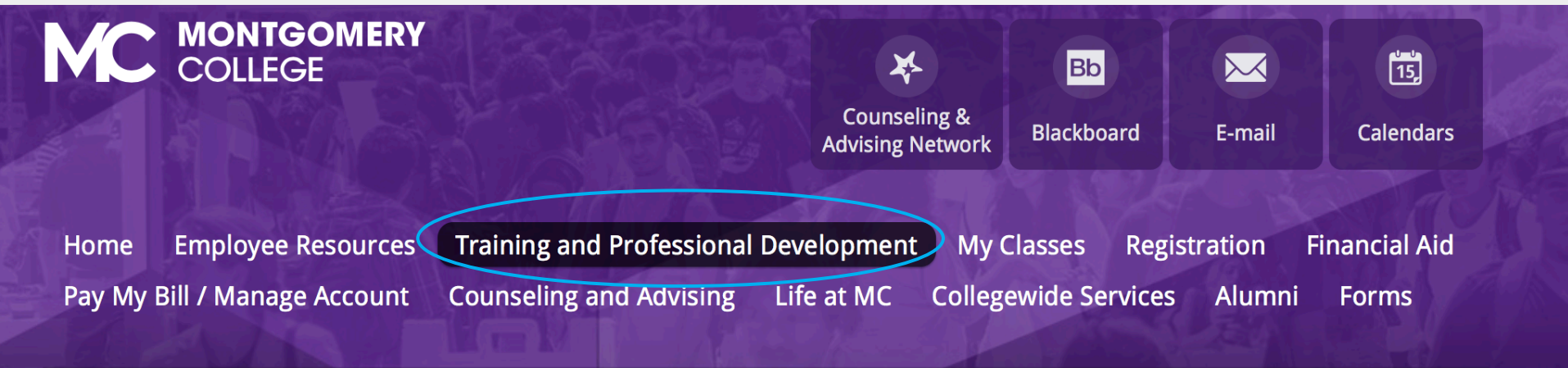**MONTGOMERY COLLEGE**

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.**

Accessing Required Trainings on MC Learns

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

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:**
Coronavirus and COVID-19 This training is required for all MC employees, including those who are working remotely. For Employees: • Safety Short: Coronavirus and COVID-19 (English versions) • Curso corto de seguridad: Coronavirus y COVID-19 (Spanish version) • Return to Campus Webinar for Employees: COVID-19 Changes to Your Workplace For Supervisors: • Guidance for Supervisors Webinar: COVID-19 Changes to Your Workplace	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.
Ethics: Conflict of Interest 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
Data Security @MC As required by our cybersecurity insurance provider, this online module provides security awareness training for all employees.	coming soon	June 30, 2021
Equity and Inclusion 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

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