



Louisiana Community & Technical College System Annual Training Requirement Disability Awareness and Etiquette

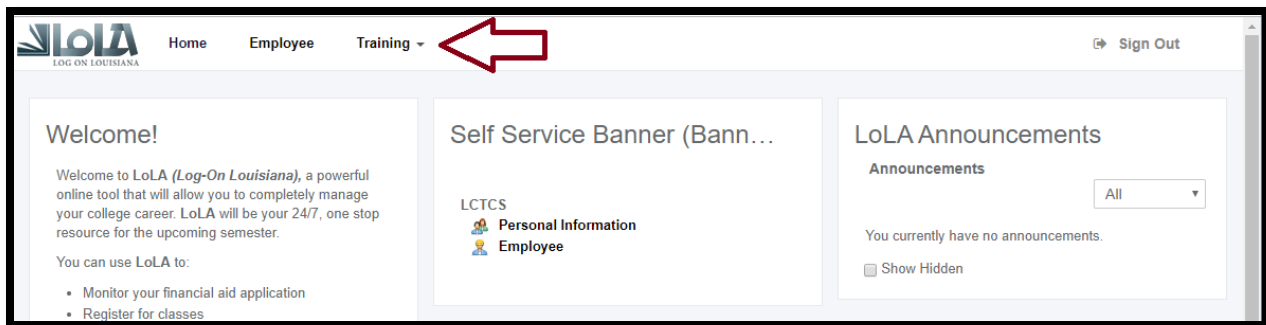
Per the Governor's State as a Model Employer (SAME) Task Force, all employees are to receive annual training regarding disability awareness and etiquette.

There is convenient online training available through the Banner Employee Self-Service portal. Two videos are available - one for Disability Awareness, and one for Disability Etiquette.

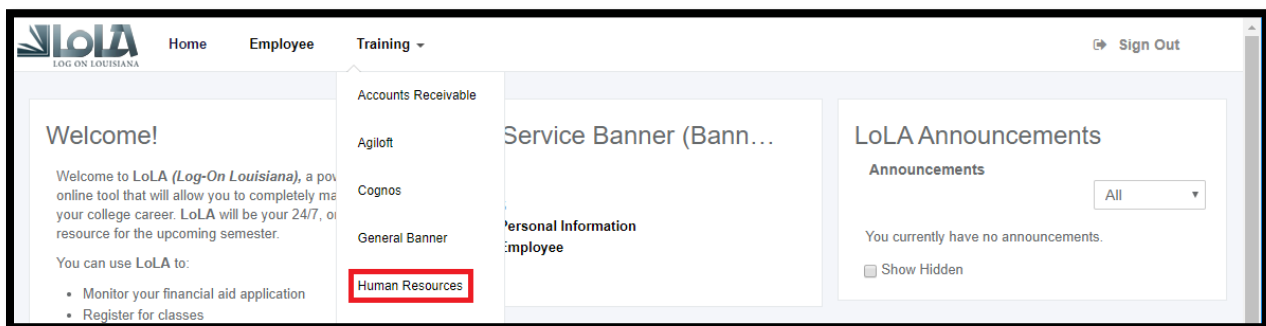
To access the training videos:

In your web browser, open <http://my.lctcs.edu/> and login with your LoLA credentials.

At the top of the page, access the 'Training' Tab:





The drop-down menu will appear. Click the "Human Resources" tab to access the training.



Select the training video you want to view.

Human Resources

Training

- Annual Ethics Training (Instructions)
- Disability Awareness 
- Disability Etiquette 
- Preventing Sexual Harassment 2019
- Preventing Sexual Harassment for Supervisors 2019

PLEASE NOTE: The Disability Awareness and Disability Etiquette trainings do not provide certificates of completion. If you would like to receive credit for taking these two courses, please email Human Resources the dates that the trainings were completed, and they will be recorded on your employee certification record.