JOB AID - How to Access the "Annual Ethics Training" Through LOLA

The State Ethics training link is now accessible through LoLA.

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

1) At the top of the page, access the 'Training' Tab.



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

Home Employee T	Training -			Sign Out
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Welcome!	Agiloft	Service Banner (Bann	LoLA Announcements	ts
Welcome to LoLA (Log-On Louisiana), a pov online tool that will allow you to completely ma your college career. LoLA will be your 24/7. o	Cognos		Announcements	All
resource for the upcoming semester. You can use LoLA to:	General Banner	Personal Information	You currently have no announcements.	nts.
Monitor your financial aid application Register for classes	Human Resources		- Onow Finderi	_

3) Click on Annual Ethics Training. You should also view the (Instructions) sheet before beginning the training.



A copy of your annual Ethics Training Certificate must be provided to Human Resources.