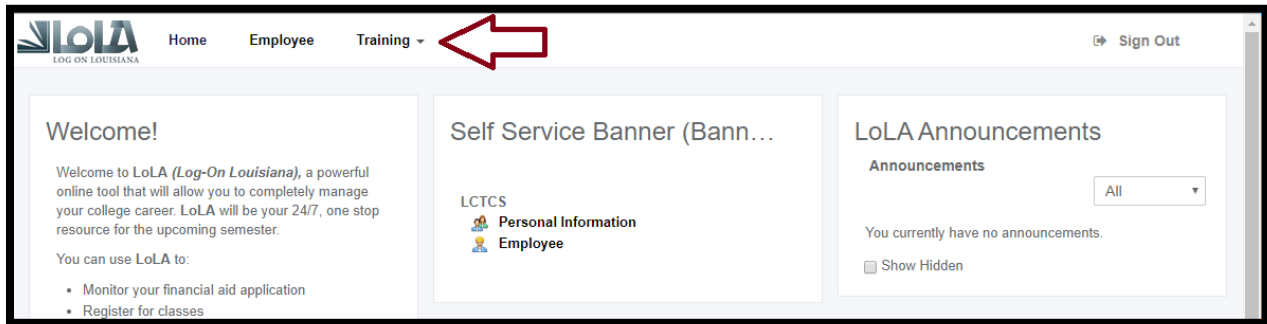# JOB AID - How to Access the
"Annual Ethics Training"
Through LOLA
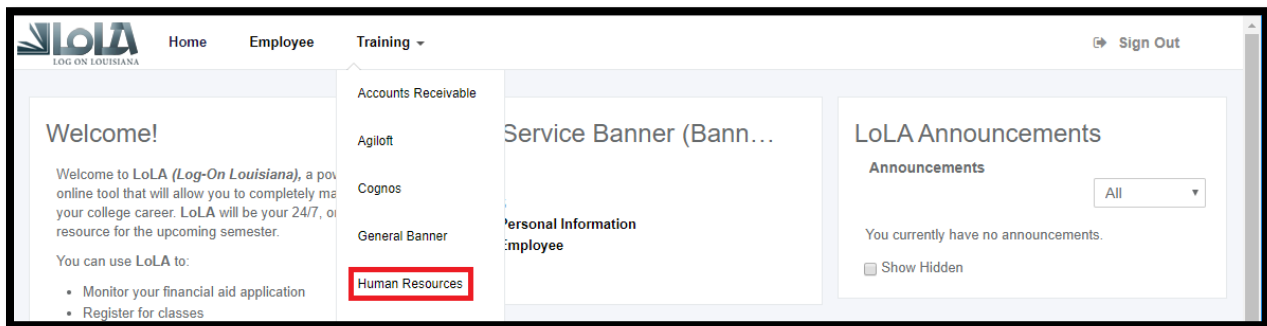
The State Ethics training link is now accessible through LoLA.

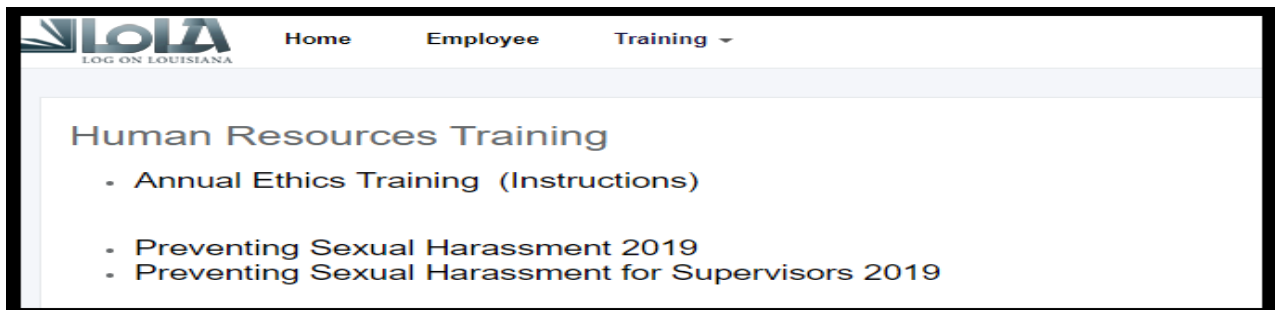In your web browser, open http://my.lctcs.edu/ and login with your LoLA credentials.

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.

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.