



Louisiana Community & Technical College System Annual Training Requirement Preventing Sexual Harassment

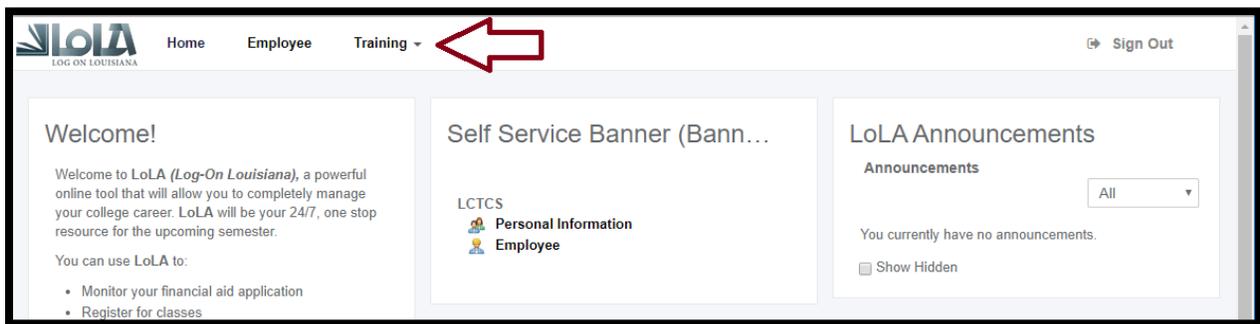
House Bill No. 524 of the 2018 Louisiana Regular Legislative Session requires that each public servant (including all LCTCS employees, paid or unpaid, part time or full time, permanent or temporary, and including LCTCS Board members) complete a minimum of one hour of training on preventing sexual harassment.

There is convenient online training available through the Banner Employee Self-Service portal. Two videos are available - one for employees, and one for supervisors. If you are a supervisor, you must complete both trainings.

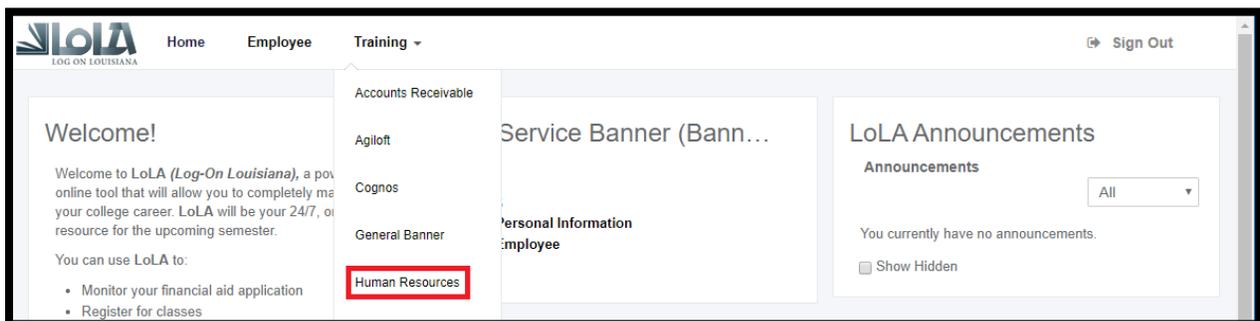
To access the training videos:

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.



There are two "Sexual Harassment Training" video links. **Remember - If you are a supervisor, you are REQUIRED to complete both trainings.**

Sexual Harassment Training

- Preventing Sexual Harassment 2019
- Preventing Sexual Harassment for Supervisors 2019

Once you have completed the training, you will be allowed to download your electronic training certificate. It is recommended that you save an electronic copy of your certificate or print and save your certificate for your records.

You must provide a copy of your certificate to the Office of Human Resources