

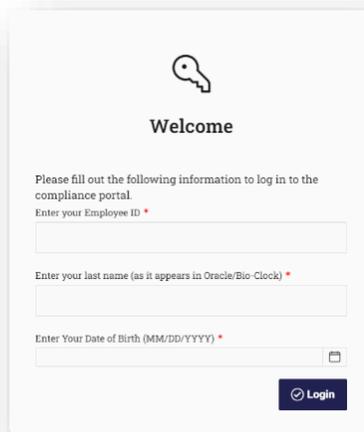
Annual Policy and Compliance for Substitute Employees Instructions

1. Click this link [Compliance Learning Portal](#) or copy the following link into your browser:

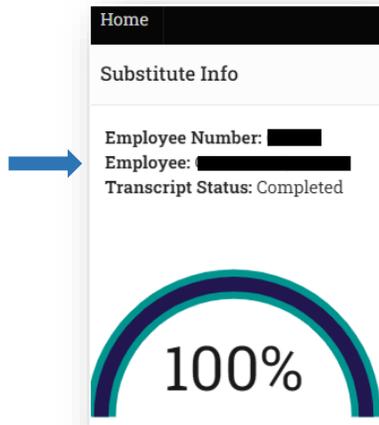
or click on the QR Code below.



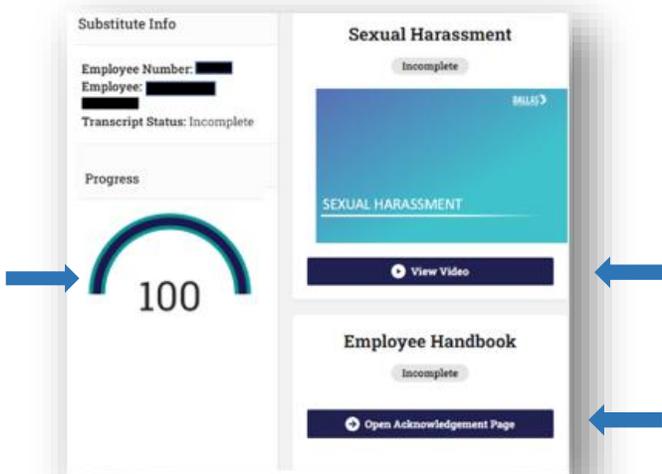
2. Enter your Employee ID number, last name (as it appears in Oracle/Bio Clock), and your date of birth. Click **Login**.

A screenshot of a web login page. At the top is a key icon and the word "Welcome". Below is a heading "Please fill out the following information to log in to the compliance portal." followed by three input fields: "Enter your Employee ID *", "Enter your last name (as it appears in Oracle/Bio-Clock) *", and "Enter Your Date of Birth (MM/DD/YYYY) *". A "Login" button with a checkmark icon is at the bottom right.

3. Confirm your information appears in the upper left corner of the screen.



4. There are two types of compliance items on your home page: training videos and acknowledgement items. Click on each item to begin viewing a training video or completing an acknowledgement item. As each item is completed, the progress bar percentage will update.

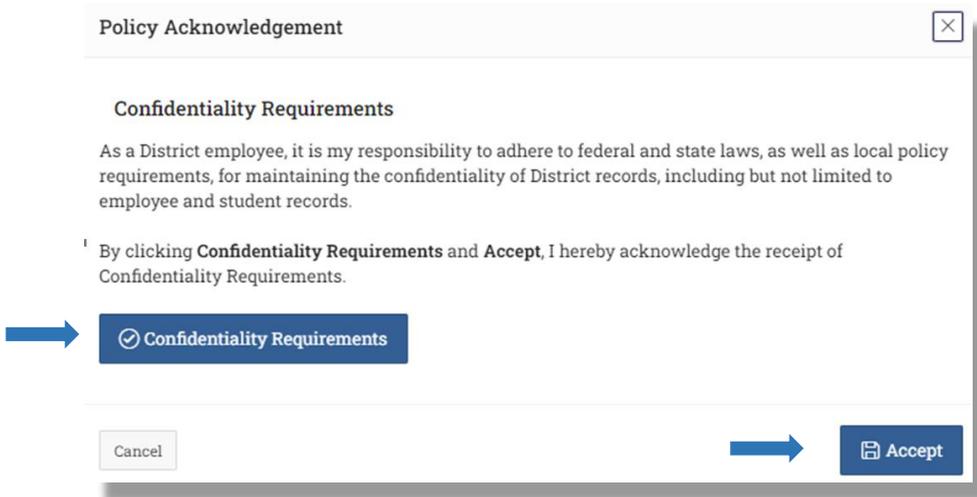


5. While viewing a training video, you may pause the video by clicking anywhere inside the video, to restart hit the play button in the center. When the video is finished the video pop-up window will close and you will receive credit for having viewed the video. Do not click **X** on the right corner of the screen before the video has ended or you will not receive credit.

Note: You must watch the video in the pop-up screen on the portal to receive credit.



6. When completing a policy acknowledgement item, you must click on the blue link to view the document/link prior to clicking **Accept**.



7. Remember to check your District email for your receipt of completion.