

Annual Policy and Compliance for Substitute Employees Instructions

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

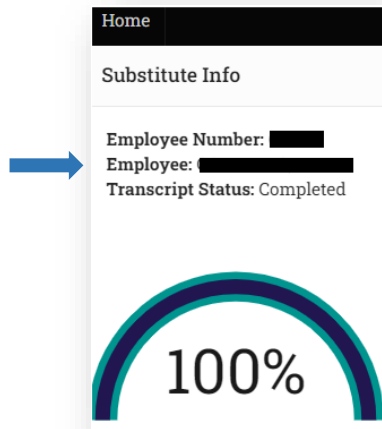
or click on the QR Code below.



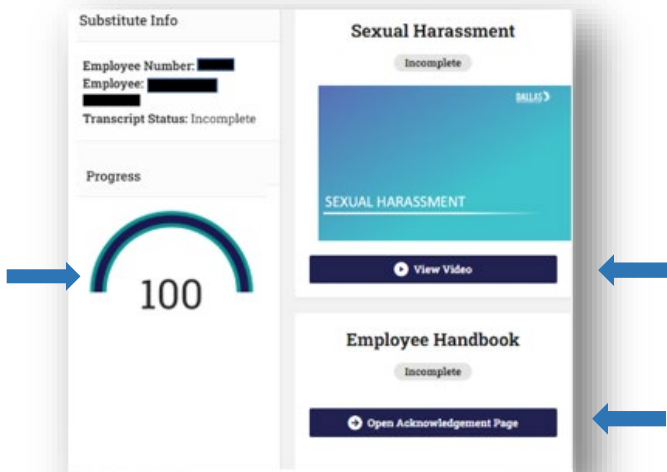
2. Enter your Employee ID number, last name (as it appears in Oracle/Bio Clock), and your date of birth. Click **Login**.

A screenshot of a web login page. At the top center is a key icon. Below it is the word "Welcome". The main text reads "Please fill out the following information to log in to the compliance portal." There are 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 calendar icon is next to the date field. At the bottom right is a blue "Login" button with a checkmark icon.

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

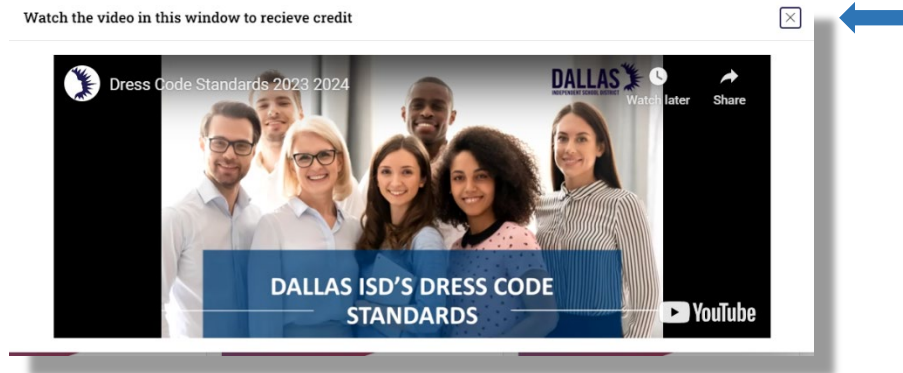


4. There are two types of compliance items on your home page: training videos and acknowledgment items. Click on each item to begin viewing a training video or completing an acknowledgment item. As each item is completed, the progress bar percentage will update.

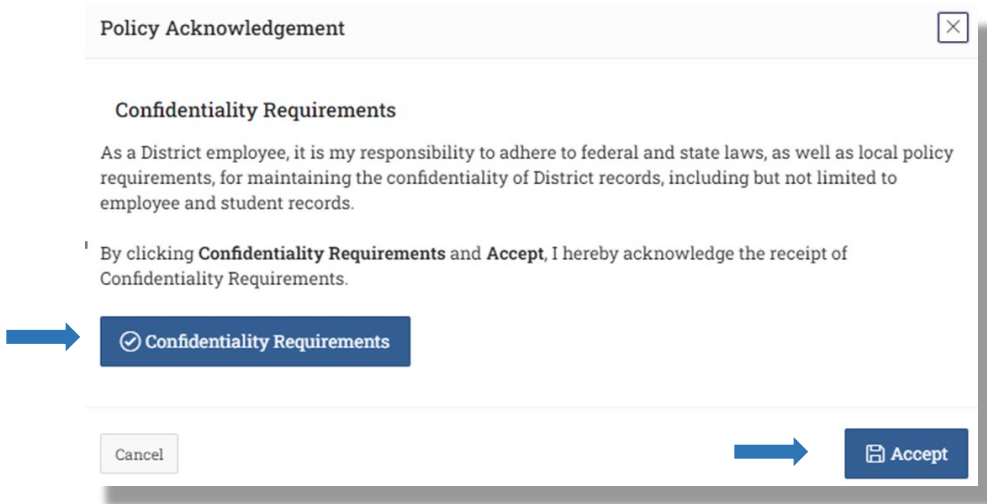


5. While viewing a training video, you may pause the video by clicking anywhere inside the video, to restart hit the play button in the center. When the video is finished the video pop-up window will close and you will receive credit for having viewed the video. Do not click **X** on the right corner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