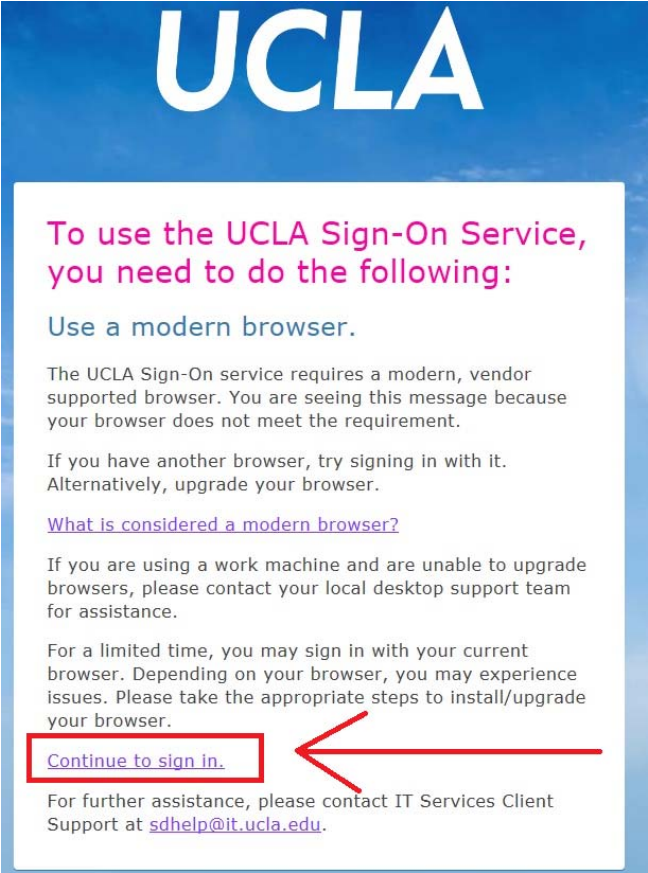


Reprinting Certificate of Completion for Sexual Harassment Training

- 1. Open one of the web browsers specified in the prerequisites.
- 2. Go to the address: <http://lms.ucla.edu>
 - a. Note: If you are using Internet Explorer 9, you may get the following notification:

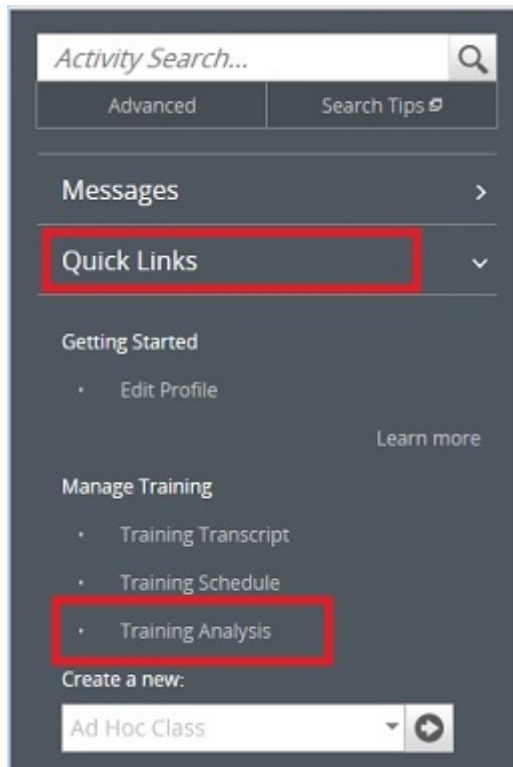


Click the "Continue to sign in" link at the bottom in order to proceed.

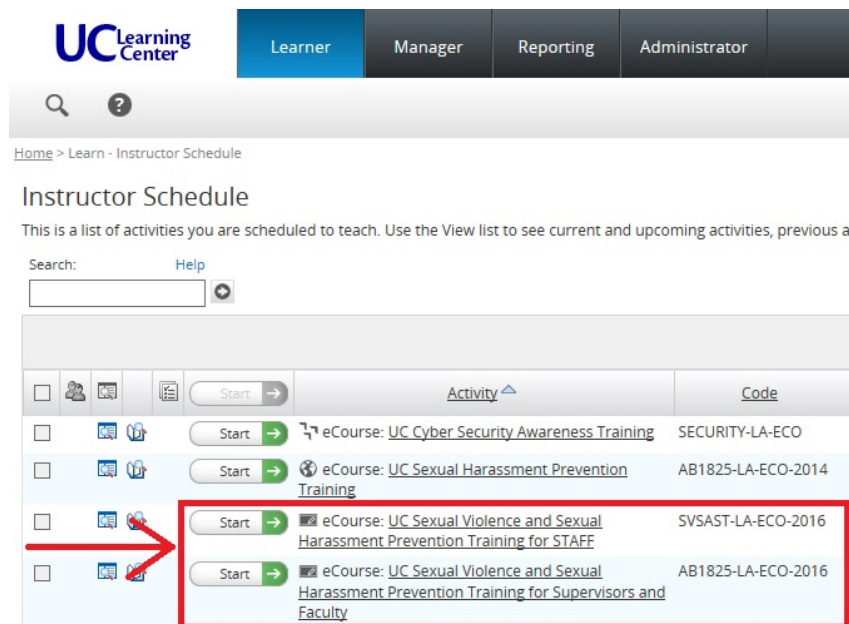
- 3. Sign in using your UCLA Logon ID.



- 4. Click on the section titled "Quick Links" on the menu to the left.
- 5. Click on the link titled "Training Analysis" under the "Manage Training" section.



- Click the "Start" button next to the course titled "eCourse: Sexual Harassment Prevention Training".



Note: there are two versions of the training, one for staff and one for supervisors. You will automatically be assigned the training you are required to complete.

- If you have previously completed the course, a new window will appear as pictured below. Click any one of the 3 buttons titled: LR or MCLE or HRCI.

LawRoom: Online Training - Internet Explorer
https://el.lawroom.com/hacpinit.asp?KEY=USC64765OP&CID=38115&Aicc_sid=16703050ah3jtbgosqtgvozjddwsklw3j20164674927&Aicc_url=https://

LawRoom
Inspired Employer Solutions

COURSE: Intersections: Supervisor Anti-Harassment & Title IX (EDU-CA)

You already completed this course on **05-02-16**. You can print certificates by clicking the buttons below.

LR **MCLE** **HRCI** ←

Now, you have two options:

REVIEW COURSE ONLY
If you want to "review" the course, **click>>>** [Review](#)

RETAKE COURSE (new certificate)
If you want to "retake" the course because you need a newly dated certificate, **click>>>** [Retake](#)

8. Once you click on one of the 3 buttons, a new window will appear with your certificate displayed.

Certificate of Completion

THIS CERTIFIES THAT

completed the following course:
Intersections: Supervisor Anti-Harassment & Title IX (EDU-CA)

DRAFT

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