

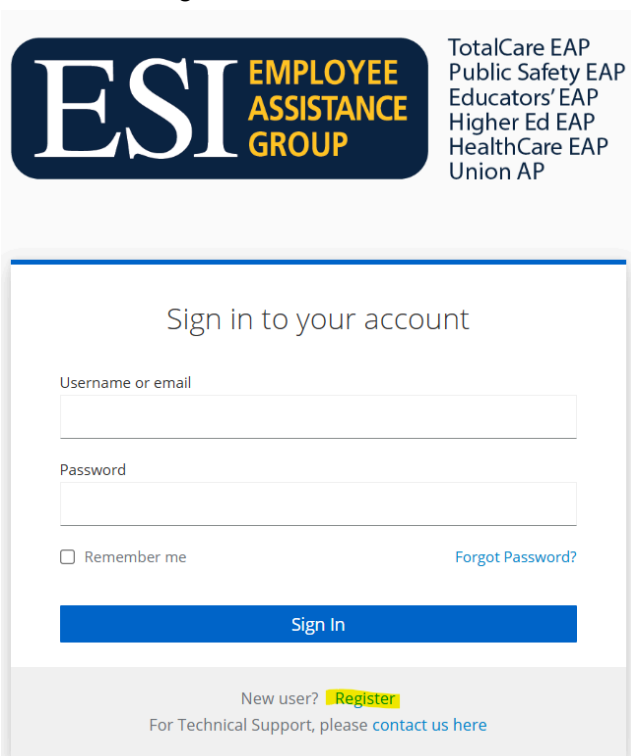
How to Access Compliance Trainings & Submit Certificates

Directions: To access all Career Team Annual Compliance training modules, follow the instructions outlined below.

1. Go to the [CareerBase](#) launchpad and click on ESI (Employee Assistance Group) or use the direct link [here](#).



2. If you don't already have an account, create an account through ESI using your work email address then sign in.



ESI EMPLOYEE ASSISTANCE GROUP

TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Sign in to your account

Username or email

Password

☐ Remember me [Forgot Password?](#)

Sign In

New user? [Register](#)

For Technical Support, please [contact us here](#)

- Once signed in, scroll down and click on the “Training Center” box.



- A window will open. Click “Comprehensive Training Library”. This will take you to the ESI Biz Library website.

Training Center

[Comprehensive Training Library](#)

Video training courses powered by the industry-leading BizLibrary Learning Management System (LMS).

[Additional Training](#)

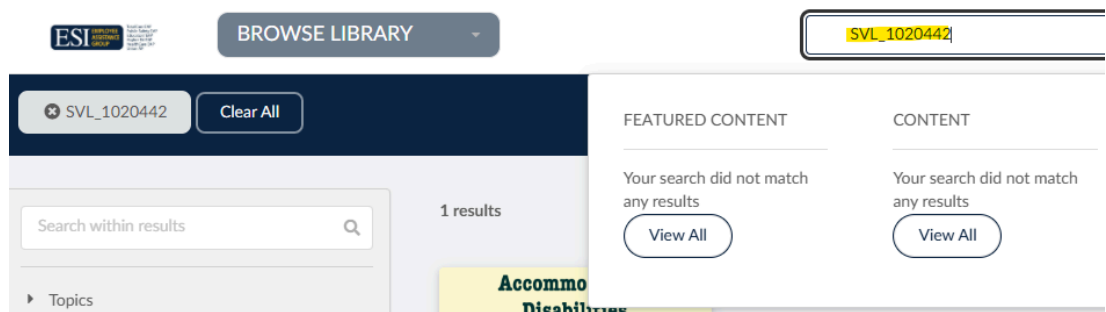
Dozens of non-video, on-demand personal and professional trainings.

[Webinars](#)

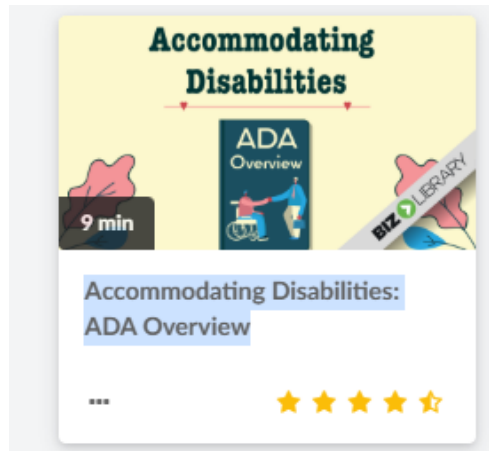
On-demand expert-led talks on health, wellness, finance, family, legal, and professional development.

Notice: Trainings are education based and not considered confidential information. Individual employers may require training participation. Participation reports can be accessed by the designated employer representative.

- In the search bar at the top, enter the training code for the specific training you are trying to access. For example, you will paste in, “SVL_1020442” and hit enter.



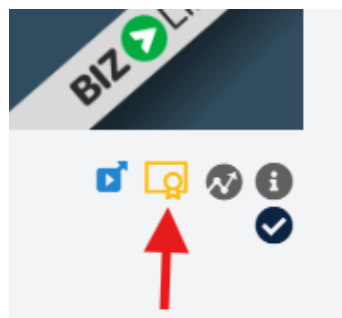
- Click on the training box. For example, “Accommodating Disabilities: ADA Overview”.



- Click “Play Video” or “Launch” and go through and complete the training. For example, for the ADA Overview, you will need to watch the video and take the required quiz.



- When finished, click on the Certificate symbol and your certificate will pop up in another window. Click the download button and save it. Be sure to rename the file so it is easily identifiable as yours. (Ex: AGibbs ADA Overview)



9. Once all six of your required compliance trainings have been completed. You will send your six certificates of completion to your project's LTC (if you're unsure who your LTC is, please ask your Lead/Supervisor).

Required Compliance Trainings:

1. Accommodating Disabilities: ADA Overview (9 mins) - **SVL_1020442**
2. Anti-Harassment Overview (14 mins) - **SVL_1026490**
3. Code of Conduct: Technology and Cybersecurity (4 mins) - **SVL_1023065**
4. Culture of Civility Series: Creating a Harassment-Free Workplace for Employees
- (52 mins) **SVL_1023375**
5. Diversity at Work: Contributing to a Diverse Workplace (6 mins) - **SVL_1023151**
6. Ethics Toolkit: Misuse of Customer Information (7 mins) - **SVL_1028060**