



CISCO COLLEGE

EEO Training Acknowledgment

I have received notification from Human Resources of the requirement to complete EEO Training as a new employee of Cisco College. I understand that within 30 days of employment, I must complete the training, print a certificate, and provide a copy of the completion certificate to the Human Resources Office. I understand that I will have to re-certify this training every two years, if still employed with Cisco College. I also understand that the link to take the course may be accessed by me as indicated below:

- Go to the Cisco College website (www.cisco.edu).
- Select "Faculty & Staff" link
- Under "Human Resources," select "EEO Training" link
- You will be at the Login Prompt for the EEO Training Course.

I have also been provided a copy of the EEO Training Instructions to assist me in completing the training.

Name

Date



CISCO COLLEGE

EEO Training Instructions

All Cisco College employees (full-time/part-time) are required by law to complete the Equal Employment Opportunity Training upon initial employment and every two years thereafter. An updated Computer Based Training (CBT) has been made available to us by the Texas Workforce Commission. Please be prompt about completing this required training. Upon completion please **send a copy of your certificate to the HR Office**. Your EEO training completion date is tracked in your Payroll System Record, and a copy is filed in your personnel file.

You will be reminded via email four weeks prior to your 2-year completion date so you will have sufficient time to take the course again and submit your new Completion Certificate by the 2-year mark from your previous training.

To Take the EEO Training:

1. Go to the Cisco College website (www.cisco.edu).
 - Select "Faculty & Staff" link
 - Under "Human Resources," select "EEO Training" link
 - You will be at the Login Prompt for the EEO Training Course.
2. Login Information is as follows:
 - You will be prompted to enter your work email address
 - This will take you directly into the course
3. You can stop the course to go back to finish it at a later date. However, you cannot start the course over again or change previously completed answers. The course will simply pick up at the point you stopped.
4. When you are prompted at the end of the course to enter your "Agency Code," you should enter "Cisco College & Your name," (EX: Cisco College - Pam Page). This information will be used for your completion certificate. Select "Print Certificate." Once printed, then select "Finish." **HR MUST HAVE A COPY OF YOUR CERTIFICATE IN ORDER TO GIVE YOU CREDIT FOR COMPLETING THE COURSE.**
5. **IMPORTANT INFO ONLY IF YOU ARE UNABLE TO PRINT A CERTIFICATE:** If you are unable to print a certificate (very rare occurrence), be sure to ***write down the "Completion Number,"*** and email it to the HR Office. *You must have the Completion Number in order to prove successful completion of the course to request a printed certificate. HR must receive a copy of the certificate to credit you with completion of the course.*