

Mandatory Employee Training

At Chemeketa Community College, completion of three federally mandated courses are a requirement for employment. Chemeketa uses an e-learning system called Skillssoft for providing these trainings. There are two steps for completing the required training.

1. Enroll in the CRNs through My Chemeketa
2. Access the training through Skillssoft

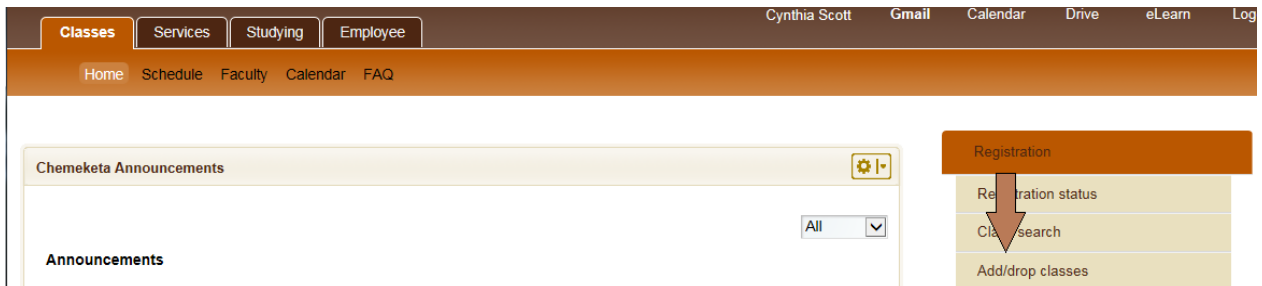
If you have not enrolled in the [Mandatory Employee Training CRNs](#) through My Chemeketa, please do so before beginning the courses.

How to Register in My Chemeketa

Step 1 Log into <http://my.chemeketa.edu>

If you need assistance accessing My Chemeketa, please contact the Help Desk by calling 503-399-7899.

Step 2 From the **Classes** tab, select the **Home** menu and then select **Add/drop classes** in the right **Registration** column



Step 3 Select the current term for registration and click on Submit

Step 4 After entering the required CRNs and click on Submit Changes

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Skillsoft Access and Instructions

Step 1 Log into Skillsoft

Go to the site: <http://chemeketa.skillport.com>

Login: **your Chemeketa user name**
This is the same user name used for accessing My Chemeketa.

Password: **welcome**
You will be asked to change your password the first time you login.

If you have any problems with your access to Skillsoft, please e-mail skillsoft@chemeketa.edu the following information:

Your name
Chemeketa user name (used to access My Chemeketa)
K#
Supervisor name
Employee type (for example: salaried, part-time faculty, hourly, student)




Step 2 Access the Mandatory Employee Training

Click on View Learning Plan, select Assigned Learning tab and look in the General folder.

Click **Launch** to begin each course.

Courses are completed when you have:

1. Paged through all content in the course
2. Completed all test questions
3. Achieved a minimum course score of 80%

	General	Status	Due
	Campus Security Obligations Under Federal Law Course: 30 Minutes Details Launch More Actions	<input type="radio"/>	n/a
	FERPA for Higher Education Course: 30 Minutes Details Launch More Actions	<input type="radio"/>	n/a
	Title IX for Higher Education Course: 30 Minutes Details Launch More Actions	<input type="radio"/>	n/a

NOTE: The Status circle will become solid green as courses are completed.