

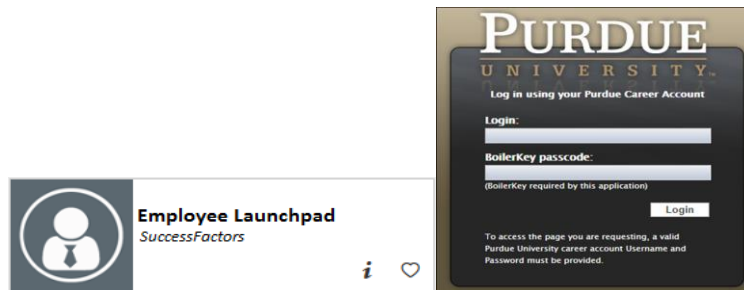
Purdue has migrated certain mandatory employment trainings and Web Certifications (WebCerts), to new platforms, SuccessFactors and Brightspace. Trainings and certifications that transitioned have been retitled Employment Certifications (EmploymentCerts). This guide outlines how to access the certifications that reside within the SuccessFactors Learning Management System (SF-LMS).

**Access SuccessFactors**

Visit **OneCampus** and select **Employee Launchpad**.

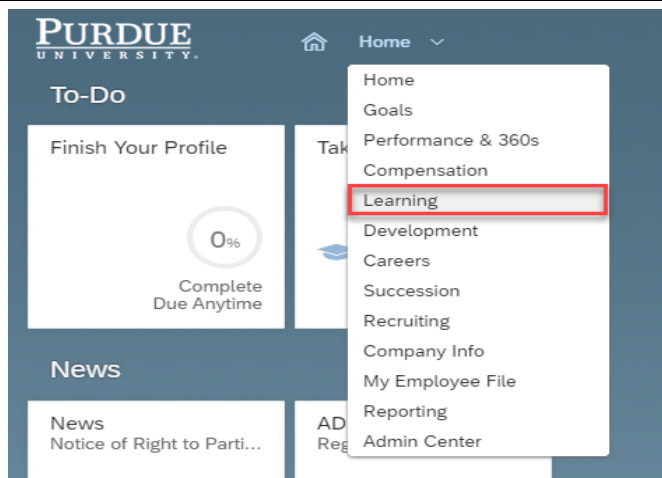
Log in using **Purdue Career Account ID** and **BoilerKey passcode**.

<https://one.purdue.edu/>



**Access Learning Management System**

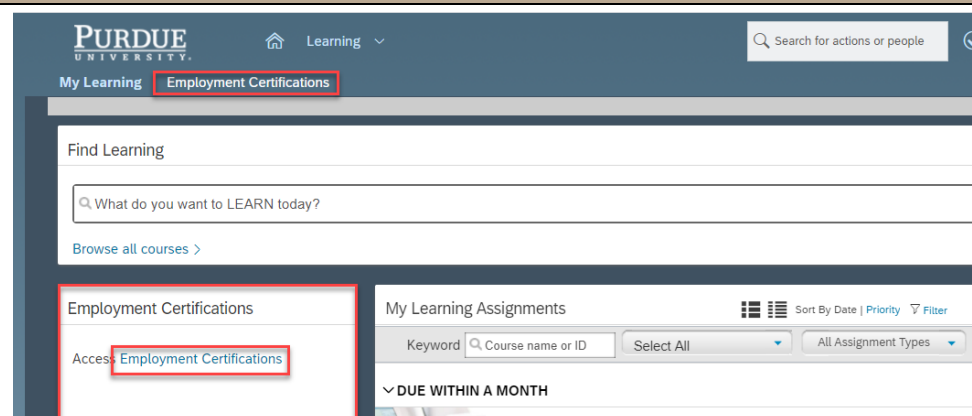
From SuccessFactors home page, **Open Drop Down Menu** and click **Learning**

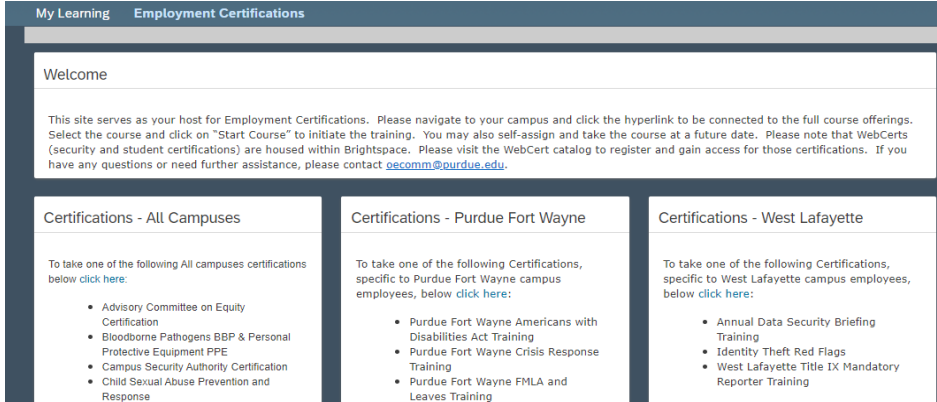
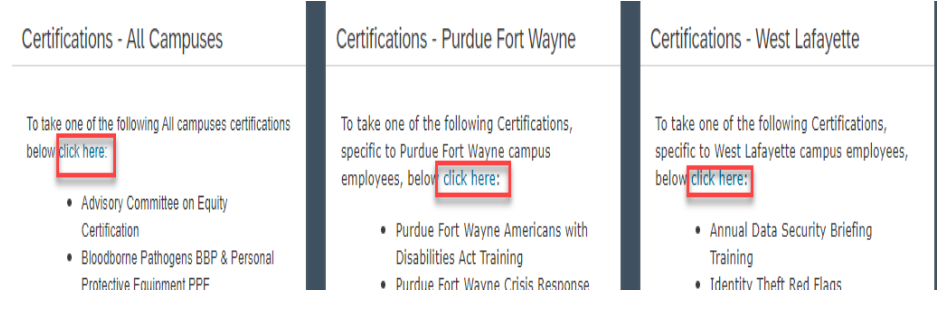

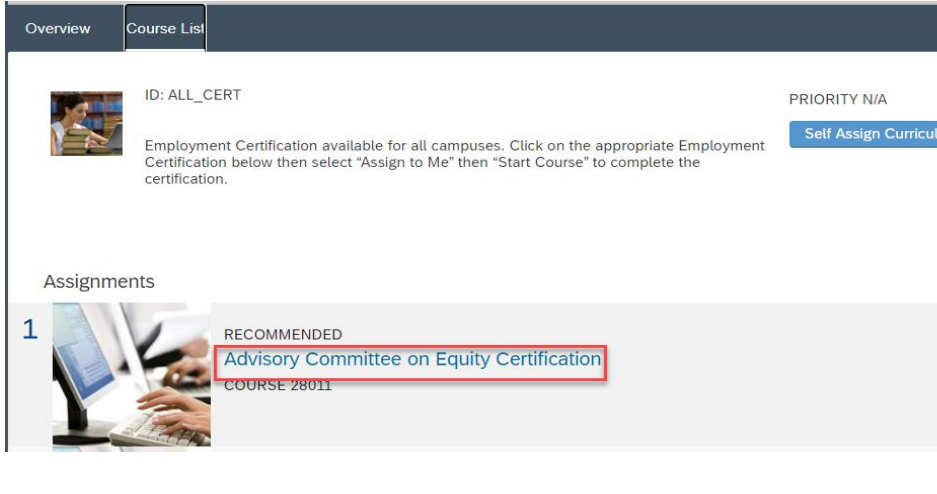


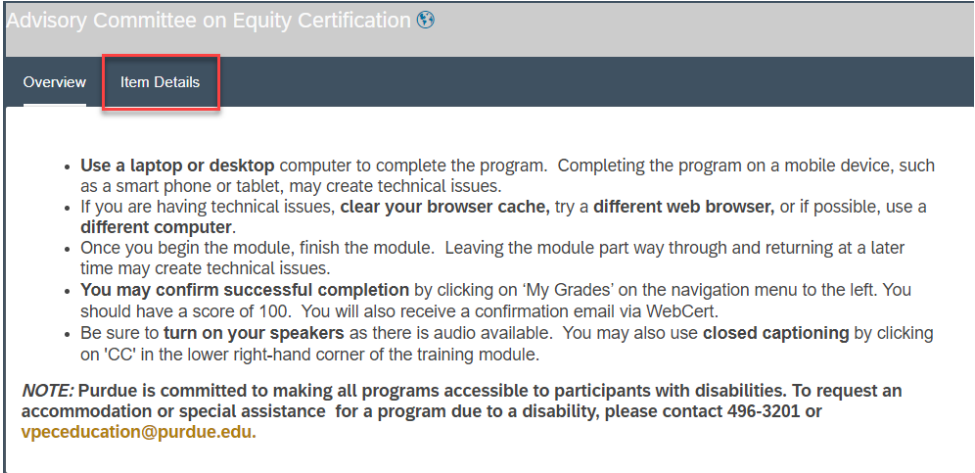
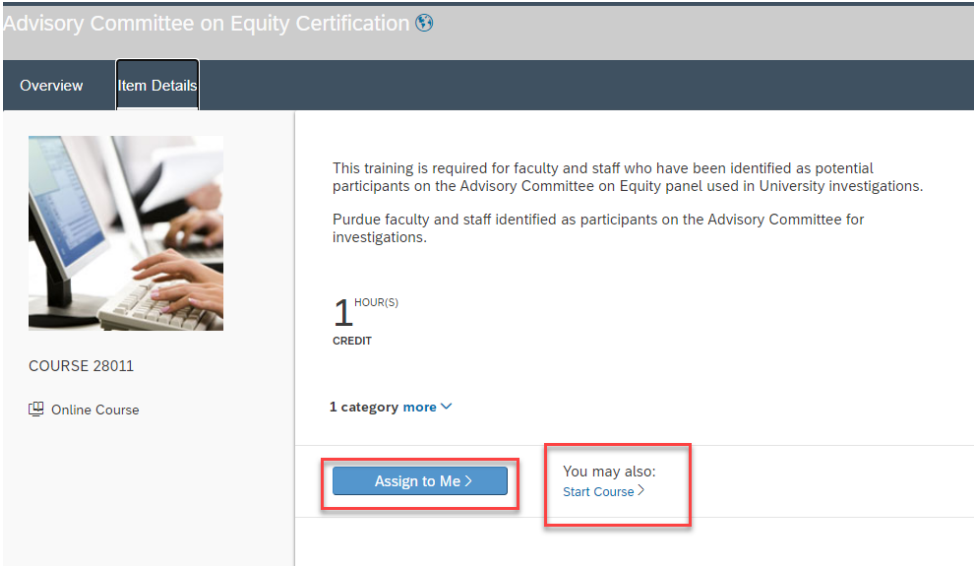

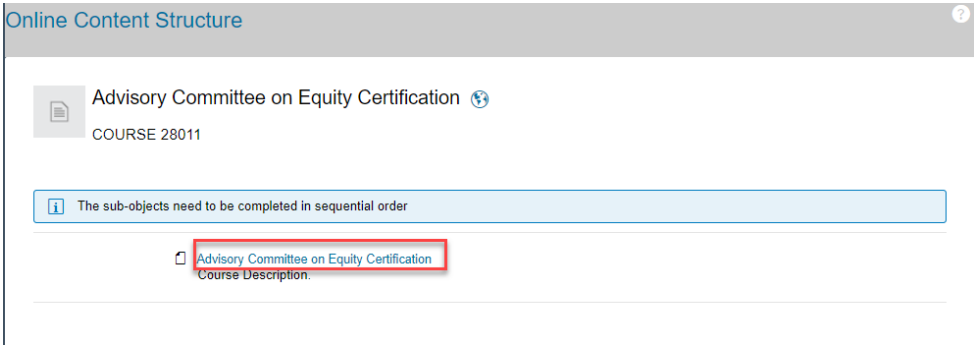
**Access Employment Certifications**

The **Employment Certification links** are displayed.

- Click on the **Employment Certifications Tab**
- **OR**
- Click the **link** located on the **Employment Certifications** tile



<p>The <b>Employment Certification</b> homepage is displayed</p>	
<ul style="list-style-type: none"> <li>• Certifications are categorized by campus.</li> <li>• Navigate to appropriate campus</li> <li>• <b>Click here</b> to access certifications</li> </ul>	
<p><b>Certification Overview</b> displays. <b>Click Course List</b> to access course</p>	
<p><b>Start Course</b></p> <ul style="list-style-type: none"> <li>• Scroll to locate course.</li> <li>• <b>Click Course Title</b> hyperlink</li> </ul>	

<p><b>Course Overview</b> displays. <b>Click Item Details</b> to access course</p>	 <p>Advisory Committee on Equity Certification</p> <p>Overview <b>Item Details</b></p> <ul style="list-style-type: none"> <li>• Use a <b>laptop or desktop</b> computer to complete the program. Completing the program on a mobile device, such as a smart phone or tablet, may create technical issues.</li> <li>• If you are having technical issues, <b>clear your browser cache</b>, try a <b>different web browser</b>, or if possible, use a <b>different computer</b>.</li> <li>• Once you begin the module, finish the module. Leaving the module part way through and returning at a later time may create technical issues.</li> <li>• <b>You may confirm successful completion</b> by clicking on 'My Grades' on the navigation menu to the left. You should have a score of 100. You will also receive a confirmation email via WebCert.</li> <li>• Be sure to <b>turn on your speakers</b> as there is audio available. You may also use <b>closed captioning</b> by clicking on 'CC' in the lower right-hand corner of the training module.</li> </ul> <p><b>NOTE:</b> Purdue is committed to making all programs accessible to participants with disabilities. To request an accommodation or special assistance for a program due to a disability, please contact 496-3201 or <a href="mailto:vpeceducation@purdue.edu">vpeceducation@purdue.edu</a>.</p>
<ul style="list-style-type: none"> <li>• <b>Click Start Course</b> to begin training.</li> <li>• To defer training to a future date <b>click Assign to Me</b></li> </ul>	 <p>Advisory Committee on Equity Certification</p> <p>Overview <b>Item Details</b></p>  <p>COURSE 28011</p> <p>Online Course</p> <p>1 HOUR(S) CREDIT</p> <p>1 category more</p> <p><b>Assign to Me &gt;</b>      <b>You may also: Start Course &gt;</b></p>
<p><b>Training content</b> displays. <b>Click Title Hyperlink</b> to launch course</p>	 <p>Online Content Structure</p> <p>Advisory Committee on Equity Certification</p> <p>COURSE 28011</p> <p>The sub-objects need to be completed in sequential order</p> <ul style="list-style-type: none"> <li>Advisory Committee on Equity Certification Course Description</li> </ul>