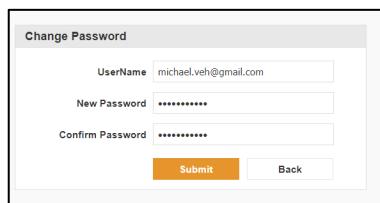


## How to access the Lucas County Online Learning Center

The **Lucas County Online Learning Center** from **Syntrio** provides online training opportunities on a variety of workplace topics including harassment, discrimination, respectful workplaces, reporting violations of rules and policies, and a variety of other workplace topics. These training modules are designed to raise your awareness of potential workplace concerns and how to respond to these problems should they arise.

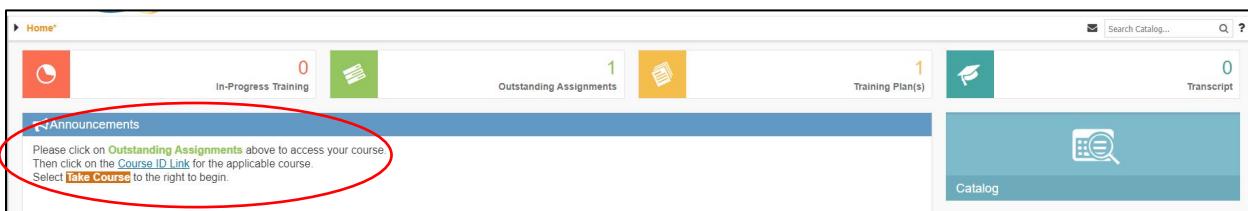


Accessing the training system is a simple process using your work *email address* and an initial password that will be changed when you create your account. Simply navigate to the **Online Learning Center** (<https://lucascounty.synlms.com/Login>) and look to the upper right corner of the web page. Enter your *email address* as your user name and *ChangeMe* (one word) as your password. Click on the **Log In** button and you are in the Learning Center.

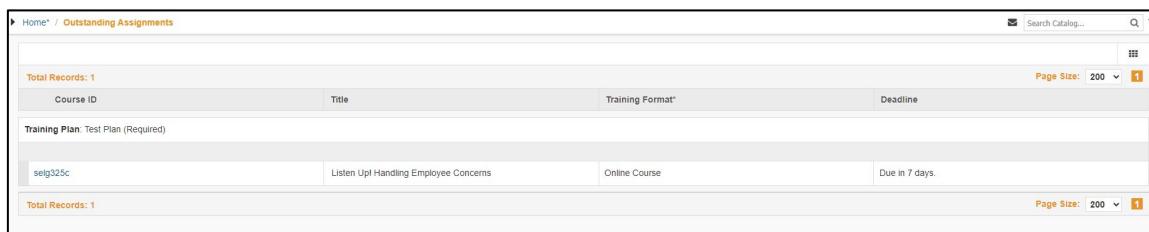


The first thing to pop up on the screen will be the **Change Password** form. Create a password that you will remember but that will not be easy for someone to figure out. Enter it twice to confirm the change then hit the **Submit** button to apply your change.

Once that is complete, you will reach your **Home** page within the **Online Learning Center**. Here, you will see any training you have started but not yet completed, any training you have not yet begun, any training plans assigned to you, and transcripts of your completed modules. Instructions for starting an assignment are listed just below the **Announcements** banner.

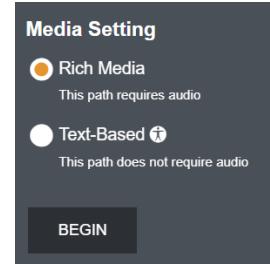


When you click on the **Outstanding Assignments** banner, you will jump to a list of any training that has been assigned to you with the *Course ID*, *Title*, *Training Format*, and *Deadline*. Click on the **Course ID** link to start the training. This will take you to a brief



description of the content of the training session. Click on the **Take Course** button to begin the session.

Once you click the **Take Course** button, a new browser window will open showing you the training module and providing two **Media Setting** options. *Rich Media* will include audio narration of the session. *Rich Media* is best used with headphones if you are in an office environment where you may disturb others. The *Text-Based* option does not include audio and requires the viewer to read the text instead. Either choice is acceptable. Click **Begin** to start the training.



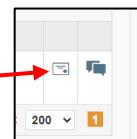
At the end of the training, there is a short quiz to determine how well you understood the content. When finished with the quiz you can either select **Review Course** to go over the content again or select **Finish** to complete the training. When complete, you can close the browser window by clicking the **X** in the upper right corner.

Finishing the training will take you back to the assignments screen. Click **Home** to return to the main **Online Learning Center** screen. If you have additional sessions assigned, you can start the process again. Clicking on the **Transcript** banner on the far right will show the assignments you have completed. To the far right of the **Total Records** banner is an icon for viewing and printing your *Certificate of Achievement* showing your name, the course you completed and the date the certificate was awarded.



Total Records: 1								Page Size: 200
Drag a column header and drop it here to group by that column								
Course ID	Title	Training Format*	Status	Score (%)*	Time Spent (Min)	Date	Credits	
se10325c	Listen Up! Handling Employee Concerns	Online Course	Completed	100	11	October 18 2023		

Total Records: 1



In the upper right corner, below your name, you will see a small envelope with a number inside a red ball. This shows that you have a system message. Clicking the envelope will open your inbox and show all system messages you have received. Click on the *Subject* to open the message.

When finished with the **Online Learning Center**, click on the down arrow beside your name and select **Logout** to exit the system.

