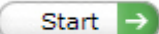
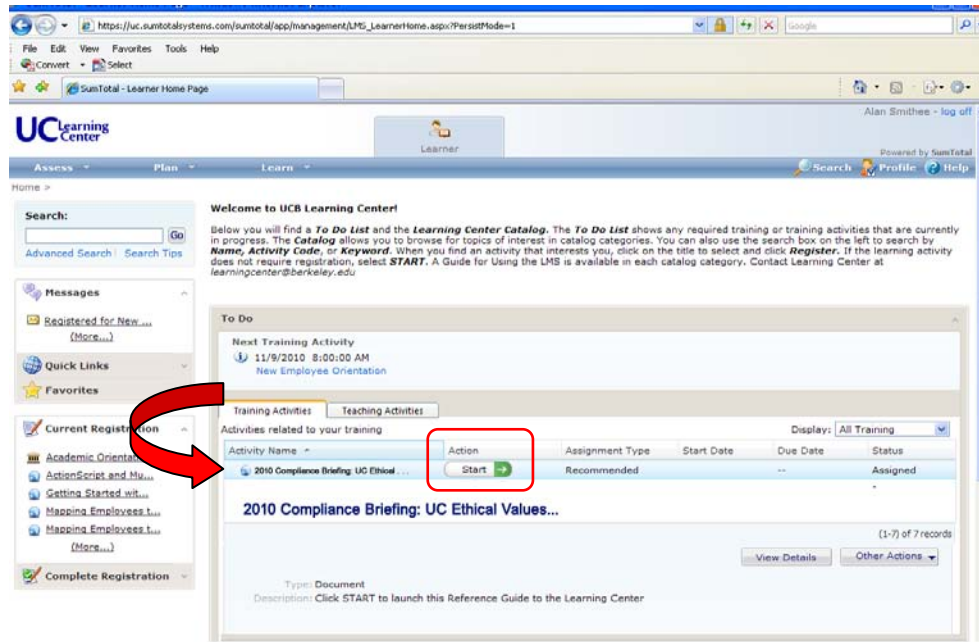


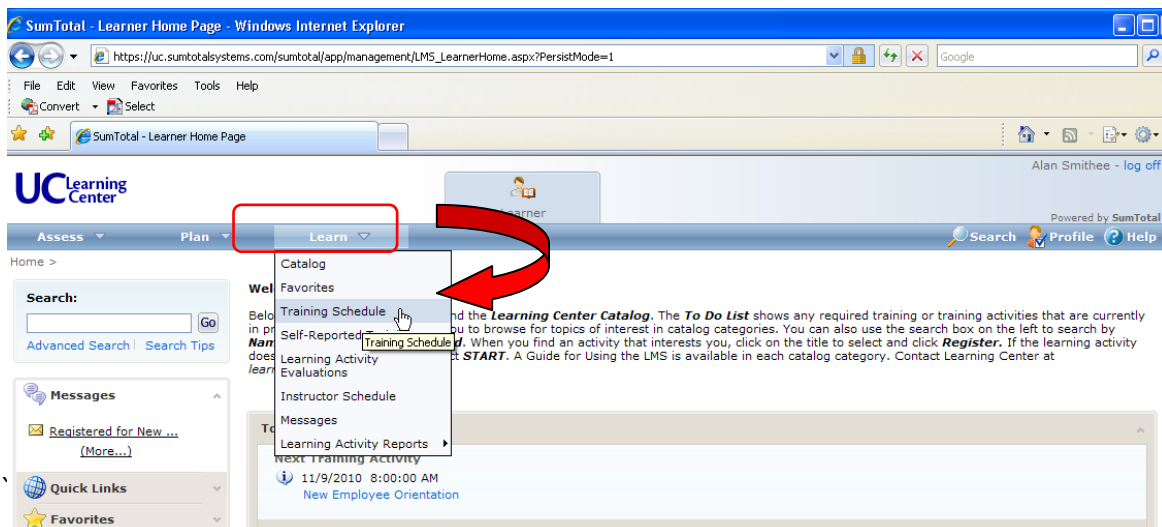
# Compliance e-briefings for UC Berkeley Staff

You can access your required e-briefing in the following manner

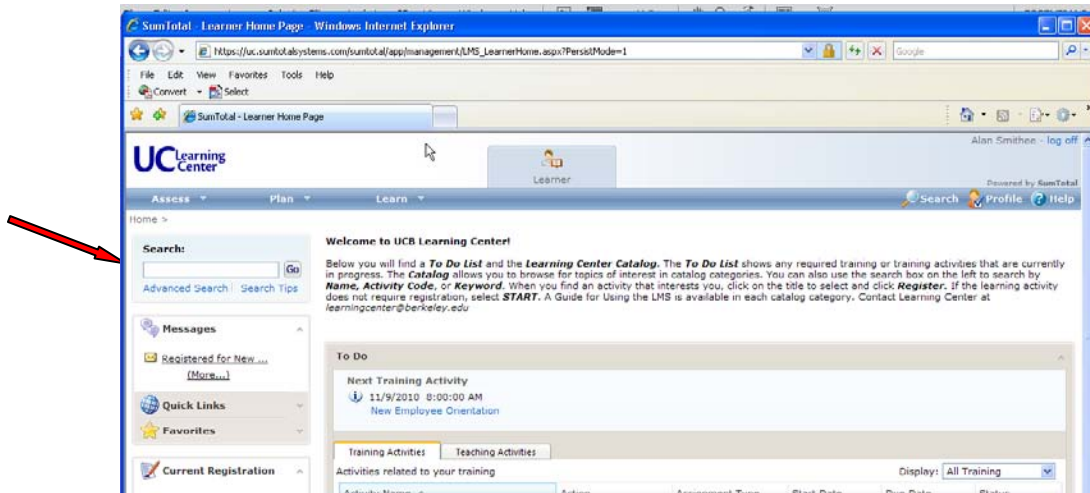
1. Email from Office of the President. Launch the e-briefing by selecting the URL listed in the email.
2. From the UC Learning Center (log into BLU - <https://blu.berkeley.edu> and select UC Learning Center).
  - a. **The To Do Information Box – Highlight** the compliance briefing. **Select** the  button to launch the course.



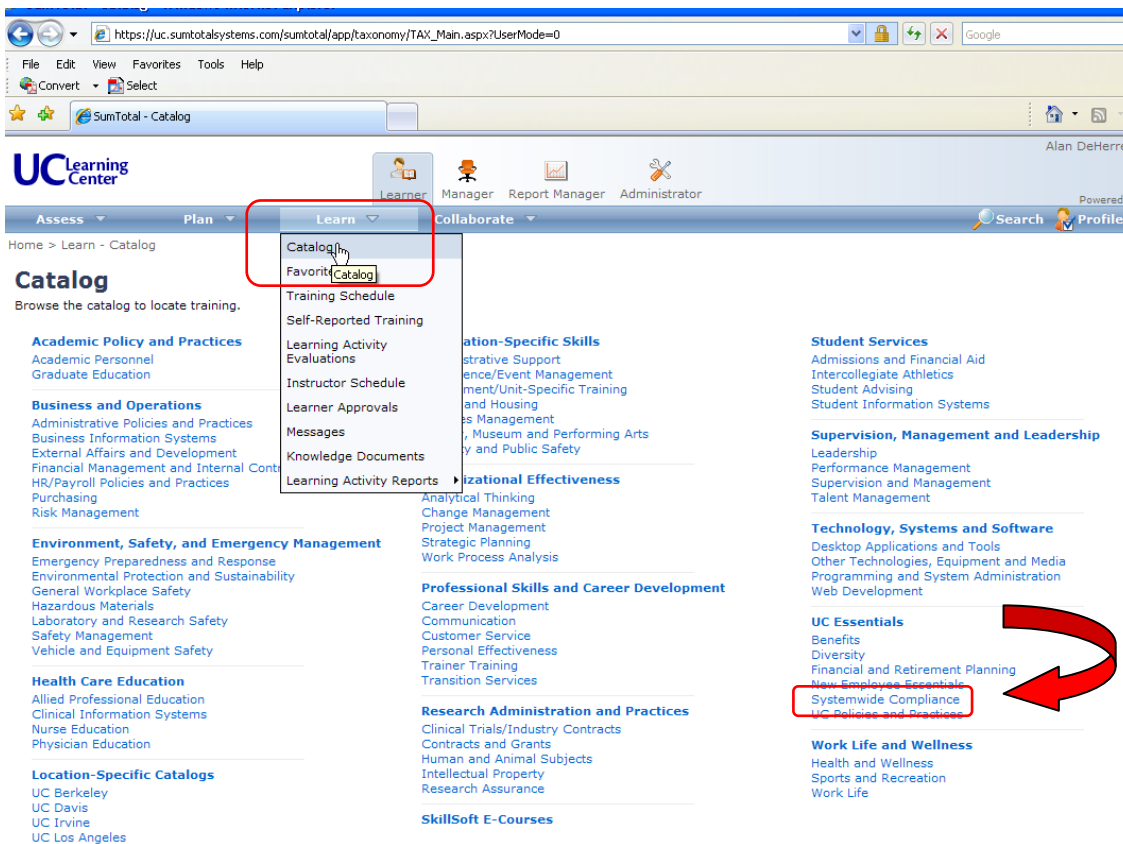
- b. **Learn>Training Schedule** – Go here if you have already logged into the briefing at least once and want to go back and finish or retake it



- c. Search for the title of the e-briefing by using the search command. All compliance briefings are listed under the heading **Compliance** Briefing in the catalog. Be sure to click on the GO button.



- d. You can also go to the catalog and select it from the category **Systemwide Compliance**.



## Quick Reference Guide to the UC Learning Center

### Log into the Learning Center

1. Go to the BLU Portal at <https://blu.berkeley.edu>
2. Select Login to Blu and enter your CalNet information
3. Select UC Learning Center on the left

### To Do Information Box

The To Do Box provides information about the learning activities that are **required** and **assigned** to you. It also displays your learning activities that are currently in process.

1. Click  to the right of the activity name to launch the required activity
2. For information about the activity you are interested in select the activity name. Information about the activity will be displayed
3. To view additional information, select **View Details** to the right of the activity name
4. Select **Expand All** to view all details about the activity

### Learning Center Catalog

The catalog contains classes, documents, e-courses and other learning activities for staff on the Berkeley campus.

#### Browse the Catalog

1. Click the Category you're interested in.
2. Select the sub-categories to locate learning activities

#### Search the Catalog

1. Enter topic, activity name or keyword in the Search box
2. Click **GO**
3. Courses will appear on the right side of the screen. E-Books, Job Aids and Skill Briefs appear on the left side.


#### Register for a Learning Activity

1. Search or browse the catalog
2. Click on the activity you want to register for
3. Select **Register** in the information box below the activity
4. Select **Submit** to complete your registration


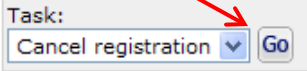
### Learning Center Quick Links

Quick links gives you quick access to your transcript and training schedule. The Quick links tab is located on the left side of the Learner page.

#### View Your Training Schedule and Transcript

1. Click on  Quick Links
2. Select **Training Transcript** to view your training history
3. Select **Training Schedule** to view registrations and upcoming activities

#### Cancel Training

1. Click on  Quick Links
2. Select **Training Schedule**.
3. Select the box to the left of the activity you want to cancel
4. In the Task box, select **GO** 
5. On the Cancellation Confirmation page, click **Cancel Marked**

#### Launch Online Training

5. Select the **e-course** you're interested in
6. Click  to the right of the activity name to launch the activity
7. The e-course may take a little time to begin

#### Access SkillSoft E-Courses

1. Go to **SkillSoft E-Courses** in the catalog
2. Click  to go to the SkillSoft Site. It may take a few minutes to load the SkillSoft site.
3. Once you are in the SkillSoft site you have access to 8,000+ e-courses

#### Access Online Help

1. Click the **help** link at the top right corner of the page
2. Use the left pane of the Help window to locate a help topic. The selected topic displays in the right pane.