

Annual Required Compliance Training



To meet state requirements, all LISD employees and contract staff are required to complete training **annually** on specific state-mandated topics. For your convenience, the required content is accessible in an eCourse entitled, Annual LISD Required Compliance Training, accessible from Eduphoria Workshop. Eduphoria Workshop requires an LISD username and password to log in.

The eCourse should take approximately 50 minutes to complete. A set of practice questions will follow each module, and a final assessment is required for course credit. Topics include, harassment, sexual harassment, respect for diversity, and bullying. The following required health-related topics are also included: accessing student health conditions, procedures for aiding a choking victim and preventing bloodborne pathogens, and awareness of life-threatening allergies, skin infections, and diabetes.

NOTE: This does not include substitutes. Supervisors of auxiliary or contracted staff in Custodial Services, Facility Services, Transportation, and Child Nutrition have received alternate instructions. If you have questions, contact your supervisor.

WINDOW:

The window for completing the course is **June 8 through October 19, 2018.**

REGISTRATION:

1. Go to www.lisd.net.
2. Click on Resources and select Staff.
3. Choose Eduphoria.
4. Log in using your district username and password.
5. Select the Workshop tab on the left.
6. Select the credit type (at the bottom), **2018-2019 LISD Required Compliance Training** ().
7. Select the course, LISD Required Compliance Training 2018-2019.
8. Select the Register () button at the top of the course.
9. After registering for the course, select My Portfolio under the Workshop tab.
10. Select LISD Required Compliance Training 2018-2019.
11. Select the Course Content tab to access and begin completing modules.

Continue to p. 2 for more information...

Annual Required Compliance Training



NEED TO KNOWS:

- Safari and Firefox are the best browsers to view and complete the online course from a desktop or laptop. **iPads are not compatible with Eduphoria eCourses.**
- You must navigate ALL pages of each module using the navigation buttons ( ) in the top right corner of each page, and complete each module practice quiz in order to complete the module.
- Each module will show a green checkmark () once completed. Modules showing a pencil () indicate the module is not complete, and you are unable to request credit. You must return to the module and ensure ALL module pages have been accessed, and the module quiz is complete.
- Once ALL modules have a green checkmark (), you must select **Request Credit** ( Request Credit) at the top of the screen. If you scored 80% or better, you will **automatically** receive credit for completing this course. Once credit is granted, the Request Credit button will change to Create Certificate ( Create Certificate) for you to print a certificate for your records. **YOU MUST SELECT THE "REQUEST CREDIT" BUTTON TO RECEIVE CREDIT.**
- You can verify course credit by going to **My Portfolio**. Under Portfolio Entry, Credit Items, you will see **2018-2019 LISD Required Compliance Training, 1 Credit** listed.

HELP:

- For help accessing Eduphoria, contact the **LISD Help Desk** at helpdesk@lisd.net or 972-350-1800. Click [here](#) for step-by-step directions for accessing and completing the course.
- For help or further clarification on the content of the course or credit, contact the Professional Learning Help Desk at professionallearning@lisd.net.