

# SUMMER SEASONAL OFFICE & ADMINISTRATIVE



Seasonal, part-time and volunteer work for a public agency can be a rewarding experience. It is important to make training a priority. Your employer has assigned the classes below as an introduction to being a responsible and safe employee. Classes are online and can be taken at your convenience, but must be taken before the assigned date below.

Please complete training before (date): \_\_\_\_\_

## REQUIRED:

- Building a Safe Workplace: Anti-Harassment & Discrimination
- Cyber Security
- Office Safety Refresher

## RECOMMENDED:

- Fire Safety & emergency Action Plan Refresher

1. Click [here](#) to log into the MEL Safety Institute (MSI) Learning Management System (LMS).
  - If you have previously taken MSI classes, enter your username and password.
  - If you do not know your username/password, check with your Training Administrator or call the MSI Help Line at (866) 661-5120
  - If you are new, click [New User Registration](#). Complete the fields and you will receive an email with your username and password.
2. On the Home page, click the [MSI NOW](#) at the bottom right.
3. MSI NOW courses appear on the left side of the screen.
4. Click the course title you would like to complete.
5. Click [Enroll](#).
6. Click the [My Training](#) tab on the top blue tool bar.
7. Click the program name to launch the course.
8. Upon completion of the course and questions navigate to the [Student Center](#) tab to print your Certificate of Completion.
  - Learning Transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

**Questions? Contact the MSI Help Desk (866) 661-5120**

**For additional MSI information and resources go to the MEL Safety Institute website:**

[melsafetyinstitute.org](https://melsafetyinstitute.org)