

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:

- Workplace Discrimination and Harassment
- Cyber Security
- Office Safety Refresher

RECOMMENDED:

- Fire Safety & Emergency Action Plan Refresher

1. Log into the [MEL Safety Institute \(MSI\) Learning Management System \(LMS\)](#).
2. If you have previously taken MSI classes, enter your username and password.
3. If you do not know your username/password, ask your Training Administrator to send an LMS activation email.
4. Once logged into the LMS, go to the [Request Training](#) button for a list of online courses and videos.
5. Select the course or video you wish to complete and submit it at the bottom of the screen.
6. Your course will now show in the [Assigned](#) section of your dashboard. Click the title to launch the course or video.
7. Learning Transcripts are automatically updated in the MEL Safety Institute's Learning Management System and show in the Completed section of your homepage.

Questions? Contact the MSI Helpline at 866-661-5120.

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

melsafetyinstitute.org