

MEMORAN DUM

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To: All Staff, Code 2A Date: October 1, 2021

From: Staff Development

Subject:

Mandatory Training: Personnel Track-It

Note: This on-line training is required for all EHSD staff

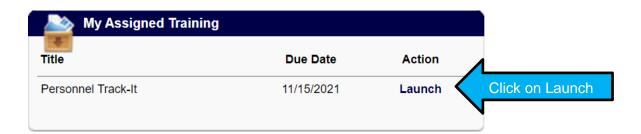
Personnel Track-It is an annual training required by our department. The training is online, available through SMART, **effective** <u>October 1, 2021</u> and needs to be completed by <u>November 15, 2021</u>.

For compliance and reporting purposes it is mandatory that all EHSD staff complete this training, even if you have taken this training in the past.

The training will take approximately 21 minutes to complete. You can close out the training at any point. When you re-launch, it will resume where you left off. You will need headphones to listen to the course.

You will be automatically enrolled in this training via the SMART system. An email will be sent to you from Staff Development with instructions on how to access the training. To manually access the training:

- Go to your EHSD intranet: http://ehsdhome/Pages/default.aspx
- Click on "SMART" located on the left column, under "MyLinks"
- Under "My Assigned Training" you will see Personnel Track-It
- Click the "Launch" button to start the training



Contact Staff Development at (925) 608-4570 or smarthelp@ehsd.cccounty.us with any questions