

Access to Michigan Civil Service Commission (MCSC)/Online Class

The Department of Licensing and Regulatory Affairs requires **ALL** employees to complete the *Discriminatory Harassment for Employees* during orientation. This online class will help employees to: identify discriminatory harassment behaviors, explain to them the reporting process, and provide ways to help stop the behavior. Additionally, managers will be advised of management's responsibilities regarding discriminatory harassment behaviors and how to handle investigations of discriminatory harassment complaints.

The MCSC Online Classes are available via the State of Michigan Learning Center site. This site will allow you to access the training from any computer with internet access at your convenience. If you are unable to complete the entire class (approximately 20 minutes) in one session, you do have the option to stop and resume the review at another time. Class names and instructions on how to access the website training program are listed below.

Classes:

For Employees: Employees must complete the MCSC Online Class, *Discriminatory Harassment - Employees*. In addition, employees must review [Civil Service Regulation 1.03](#) and [LARA Policy G-08](#). The course and review must be completed by all employees.

Directions:

- 1) Go to the [State of Michigan Learning Center](#) Site.
- 2) Enter your username (6 or 7 digit employee ID, i.e., 1234567) and password.
- 3) If you do not have a password or have forgotten your password, click "Forgot Password."
- 4) Follow the instructions on the page to generate a password reset email.
Note: If you enter your Username incorrectly, you will not receive a password reset email
- 5) Use the line in your email to create a new password.
- 6) Log into the system using your employee ID number and the password you created
- 7) To access the SOM Learning Center in the future, create a bookmark in your web browser. You can also access the SOM Learning Center via the HR Gateway on the Michigan Civil Service Commission website.
- 8) Once logged in, click on "**Browse for Training**", then scroll down to find "**Discriminatory Harassment For Employees**."
- 9) Complete the entire course. Note that all underlined and colored text in the course material is a link to additional information; make sure you click on each link and read the supporting information as you go through the course.
- 10) Once you complete the class, it should indicate that it was "completed"; this will show on your transcript and therefore, the HR Office will be able to verify that you have completed this class.

All employees are subject to the provisions of [Civil Service Regulation 1.03](#) (Investigating Reports of Discriminatory Harassment), which can be obtained from the Civil Service website (<http://www.michigan.gov/mdcs>); click on the Rules & Regulations link on the left side of the page, click the Regulations link, then the Chapter 1 link. Additionally, LARA employees are subject to the provisions of [LARA Policy G-08](#) (Discriminatory Harassment Policy & Work Rule) which provides information on how to report discriminatory harassment. The policy is always available from the LARA intranet home page by clicking on the “HR Policies and Procedures” quick link under the “One Click Information Resources” section located on the right side of the page.

Thank you in advance for your cooperation in completing this required training and reviewing the relevant Civil Service Regulation and LARA policy.

If you have any questions or any issues accessing the training module, please contact the Office of Human Resources at (517) 241-1196.