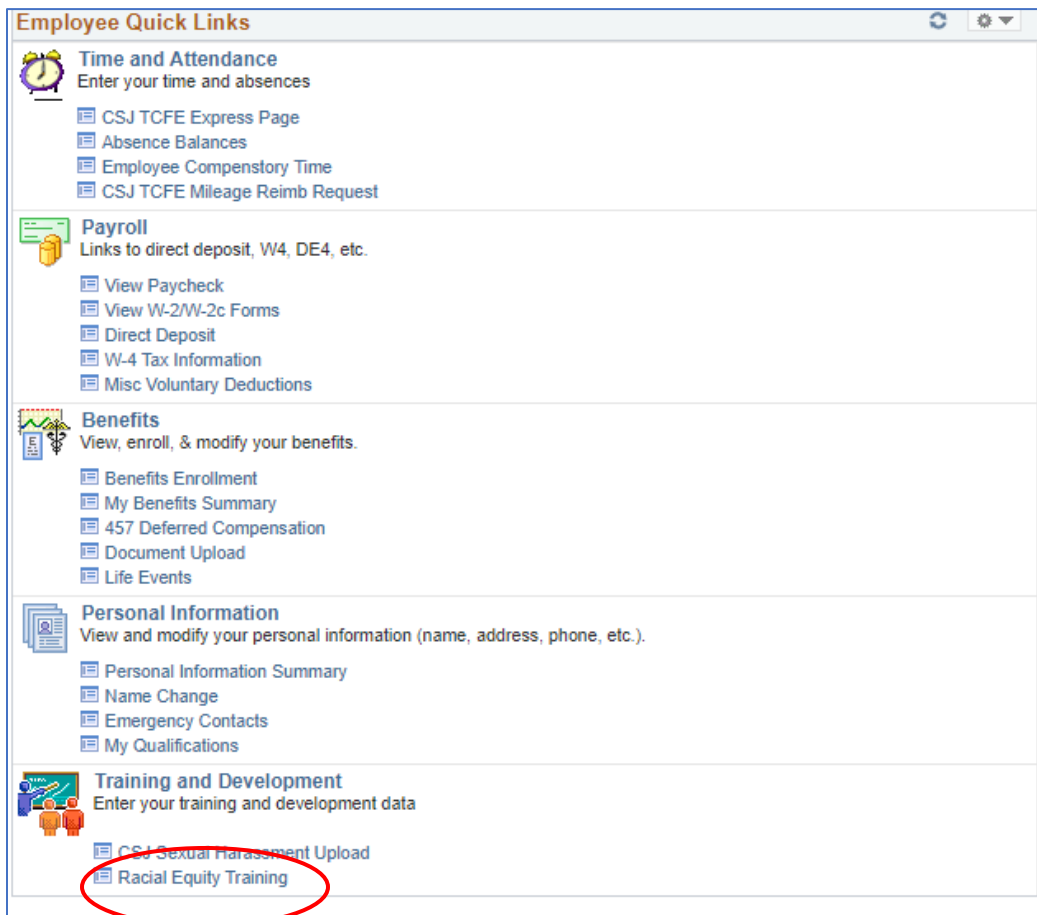


Foundational Racial Equity Training Instructions

The Foundational Racial Equity Training series is mandatory for certain City employees. This initiative aims to equip employees with understanding of racial equity. Not only will staff members gain a shared language, but they will also comprehend why prioritizing racial equity is necessary for improving well-being for marginalized communities.

Step One:

- [Click Here](#) to access your training. **You will need to be on VPN or City network. Be sure to use this link or your training may not appear.**
- Under **Training and Development** ↓click on **Racial Equity Training**

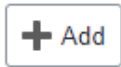


Step Two:

- The training search page will open once you click on **Racial Equity Training**.

Foundational Racial Equity Training Instructions

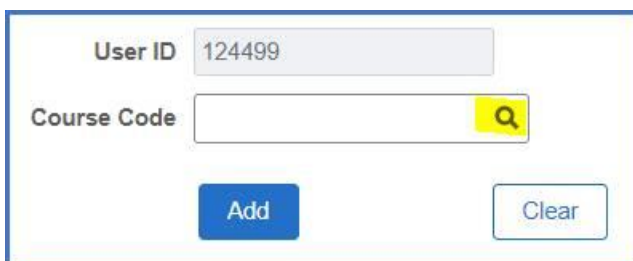
View CSJ Racial Equity Training



- Click on the  button to add the training:



- Click on the search icon  on the next screen:



- Click on either ONE of the two available courses **RE1** or **RE2**:

Foundational Racial Equity Training Instructions

The screenshot shows a 'Lookup' window with a search bar containing 'Course Code'. Below the search bar, there are two sections: 'Search Criteria' and 'Search Results'. The 'Search Results' section displays a table with two rows:

Course Code	Description
RE1	Racial Equity Training, Part 1
RE2	Racial Equity Training, Part 2

- Type in **RE1** or **RE2** course, click on the **Add** icon to finalize your choice:

The screenshot shows a form with two input fields: 'User ID' containing '124499' and 'Course Code' containing 'RE1'. Below the fields are two buttons: 'Add' and 'Clear'.

- A message will appear and a link to the training video.. **The video link is circled below:**

and gain awareness on ways to improve the lives and well-being of communities of color.

You are about to watch 'Racial Equity Training, Part 1' of the two-part series. This is a

Please click on the video link below to access your training. After you have completed the training, you will be able to print your training certificate.

[Part 1 Foundational Racial Equity Training Video.mp4](#)

*Date that training was completed

- Click the video link. Complete the video.

Step Three:

Foundational Racial Equity Training Instructions

CSJ Racial Equity Training

CSJ Racial Equity Training

User ID Employee ID Employee Name Course Code RE1 Racial Equity Training, Part 1

City of San Jose - Racial Equity Training, Part 1

The Foundational Racial Equity Training series is mandatory for several City employees. The purpose of these trainings is to provide employees a foundational understanding of racial equity. City staff will develop a shared common language and understanding of why racial equity is a priority and gain awareness on ways to improve the lives and well-being of communities of color and other marginalized groups.

You are about to watch "Racial Equity Training, Part 1" of the two-part series. This is a recording of a live training session. The training is approximately 1.5 hour(s).


Please click on the video link below to access your training. After you have completed the training, please enter the date that you have completed the training in the field below, and then click on the 'Employee Verification' button below to verify that you have taken the training. Then, you will be able to print your training certificate.

Part 1 Foundational Racial Equity Training Video.mp4

*Date that training was completed

Submission Date

Employee Verification Print Certificate

- After you completed the training, fill in the “Date that training was completed” field by clicking on the  icon.
- Click on **“Employee Verification”**:

*Date that training was completed 09/20/2022

Submission Date

Employee Verification Print Certificate

- Click on **Print Certificate**.

*Date that training was completed 09/20/2022

Submission Date 09/20/2022 9:28AM

Employee Verification Print Certificate

Note: Once submitted, the date fields and the verification buttons will be grayed out