

## **Title IX Guide**

Review the steps below to access the Title IX training module.								
1	Sign into Viking Portal Guard, select <b>Tasks</b> Tile.	Student Homepage ~						
2	Click Title IX Mandatory Training	Tasks         To Do List       To Do List         To Do List       1 row         Task 12       Due Date 12       Status 12         Title IX Mandatory Training       Initiated       >						
3	A pop-up will appear with instructions and links to access the Title IX Module. Please note that it might take up to 24 hours for the status of the Title IX module to update.	Task Details       ×         Title IX Checklist       Complete your Mandatory Title IX Annual Training here or through your Viking Portal:       1. Student Services Tile         2. My Orientations       3. Click Mandatory Title IX Training         Please note, it may take 24 hours for the status to update.						
4	You will be directed to the My Orientations screen. Click on <b>Title IX</b> <b>Training</b> , and it will redirect you to complete your training.	Q Search in Menu       Q I O         My Orientations       5 rows         1       New Student Orientation         2       New Student Orientation         2       New Student Orientation         2       New Student Orientation in Spanish         2       Orientation in Spanish         3       DSPS Orientation for Students with Disabilities)         4       Noncredit Student Orientation         4       Noncredit Student Orientation         5       Title IX Training         5       Title IX Training						

	Here are a few tips for	
	navigating the	
	orientation:	
5	Use the arrows to move to the next page. Be sure to have your speakers turned on for audio/video supplemental tools. Remember to scroll to the bottom of each page so you can move to the next page	<complex-block></complex-block>
6	It is essential to complete the entire module until you reach this final screen to receive credit. If you don't see this page, your orientation may not be recorded. Please note that it could take up to 24 hours for the status of your Title IX Training module to be updated.	You have now completed your mandatory annual Title IX training. By completing this training, you are acknowledging your right and responsibilities as well as Long Beach City College policies and procedures under Title IX.

## Alternate Access to Title IX Module

Scree			ation, you can still access the module through the w	Ty Offentations
1	Sign into Viking Portal Guard, select <b>Student</b> <b>Service</b> Tile.	Student Homepage ~ Tasks 8= 8= 1 To Dos	Academic Records	
2	Click <b>My Orientations</b> tab then <b>Title IX</b> <b>Training</b> to complete the module. Follow steps 5-6 from above to complete the training.	<ul> <li>← ③ ♥</li> <li>Student Service</li> <li>Student Service</li> <li>My Pricement Results</li> <li>My Placement Results</li> <li>My Participation Agreements</li> <li>Starfish</li> <li>Quest Online Learning Success</li> </ul>	Search in Meru  My Orientations  New Student Orientation  New Student Orientation  New Student Orientation in Spanish  Orientation in Sudent Student Orientation  SprS Orientation  SprS Orientation  Title IX Training  Title IX Training  Title IX Training  Sudent Orientation	Srows Completed Eligible Eligible Eligible