

*****IMPORTANT*****

Compliance Training to Complete Within 30 Days of Your Start Date

Welcome to the New York City Housing Authority

We're delighted that you joined the NYCHA team. We look forward to your contributions and a positive employment relationship.

We want to do everything we can to help you get off to a great start. This includes providing you with the important information about some citywide policies. You must complete the online trainings below.

Step 1



You will need your Employee Reference Number to log into the trainings. To request this important number, please email your full name, Kronos ID number, and for added security, your date of birth and the last four digits of your Social Security number to: HR.UserID@nycha.nyc.gov.

Step 2

Once you receive your Employee Reference Number, let your supervisor know. They will coordinate with you to ensure you have access to a computer and time to complete these online trainings. Please note that these compliance trainings must be completed within **30 days** of your start date.

Step 3

Access each of the trainings by typing the URLs below into your NYCHA web browser and follow the instructions on the screen. Each training will take about 45 minutes to one hour to complete.

	Sexual Harassment Prevention https://mspwww-dcsbtp.csc.nycnet/LDCBT/SexualHarassment
	Conflict of Interest Board https://mspwww-dcsbtp.csc.nycnet/LDCBT/LDCBT-COIB
	Department of Investigation https://mspwww-dcsbtp.csc.nycnet/LDCBT/LDCBT-DOI

Got questions? Call Learning and Development • 212.306.3200



See other side for tips on getting the most out of your online training experience



*****IMPORTANT*****

Compliance Training to Complete Within 30 Days of Your Start Date

Getting the Most Out of Your Online Training Experience

- This course is mandatory. You are responsible for understanding the content—only you may register and complete the training.
- Before starting the training, please discuss your participation with your supervisor. He or she will help you balance your training and work responsibilities.
- You do not have to complete the trainings in one sitting. You are welcome to log in and out as much as you want before the deadline as your progress will be saved.
- To receive credit for completing these trainings, you must register using your:
 - **Employee Reference Number** (see reverse for how to attain this important number); your employee number can also be found on your paystub. Note that your Employee Reference Number is not the same as your NYCHA ID Number.
 - **Email address**
 - **First and last name**
 - Agency name: **NYCHA**
 - Agency code: **996**
 - Division name: The name of your **Department**
- This course involves audio and requires headphones or a private space with speakers. The course also provides closed captioning; the course text will be displayed on your monitor.
 - If you require closed captioning, do not have access to headphones, or your device does not have audio capability, you may view the audio transcript in the closed captioning (CC) section below the screen during the course.
 - **Technical considerations:**
 - Ensure sound is turned on and volume is up.
 - Follow instructions to learn how to navigate the course.
 - If you need help, click on the technical assistance link in the lower left corner of your screen.
- DCAS will send reminders until you complete the course.
- At the end of the course, you will see a printable Certificate of Completion with a confirmation ID number. Please save and/or print this certificate for your records.