

## LEARNING & DEVELOPMENT

INTEGRITY | CUSTOMER-FOCUS | EXCELLENCE | TEAMWORK | CONTINUOUS LEARNING

### FAQ: What are the required DCAS trainings?

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All employees need to take the following training:

1. Sexual Harassment Prevention
  2. COIB's Conflicts of Interest Prevention Training
  3. DOI's Corruption Prevention Awareness (Department of Investigation)
  4. LGBTQ: Power of Inclusion
  5. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees **(4 Modules)**
- Staff will be notified via their NYCHA email address when new training is required. All active employees are required to complete training within 30 calendar days of the deployment.
  - All new employees, seasonal employees, temporary workers, consultants, interns, vendors, doing business with, etc. are required to take it within 30 days of their employment

### FAQ: How do I access the DCAS trainings?

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1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees:  
<https://mspwww-dscbtvp.csc.nycnet/LDCBT/DI>
2. COIB's Conflicts of Interest Prevention Training:  
<https://mspwww-dscbtvp.csc.nycnet/LDCBT/training/LDCBT/LDCBT-COIB>
3. DOI's Corruption Prevention Awareness:  
<https://mspwww-dscbtvp.csc.nycnet/LDCBT/training/LDCBT/LDCBT-DOI>
4. LGBTQ: The Power of Inclusion:  
<https://mspwww-dscbtvp.csc.nycnet/LDCBT/POI>
5. Sexual Harassment Prevention  
<https://mspwww-dscbtvp.csc.nycnet/LDCBT/SexualHarassment>



### **FAQ: Where do I find the DCAS training if it's not in NYCHA U?**

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- During the initial deployment, DCAS will send the training link in an email notification to each employee.
- Links will also be provided in the bi-weekly non-compliance reports for managers and POC's to share with their staff.
- In this FAQ guide. See FAQ above.
- Requesting the links from Learning & Development at: [myLearning.NYCHA@nycha.nyc.gov](mailto:myLearning.NYCHA@nycha.nyc.gov)

### **FAQ: I am a temporary worker. Do I need to take DCAS training?**

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Yes. Anyone working for the City of New York is required to take DCAS training. This includes seasonal employees, temporary workers, consultants, interns, vendors, doing business with, etc.

### **FAQ: How long does DCAS training take?**

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Generally, each DCAS training course take 45 minutes to 1 hour to complete.

### **FAQ: How often do I need to take DCAS training?**

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- Annual Trainings (Every Year)
  1. Sexual Harassment Prevention
- Biennial Training (Every 2 Years or Every Other Year)
  2. COIB's Conflicts of Interest Prevention Training
  3. DOI's Corruption Prevention Awareness (Department of Investigation)
  4. LGBTQ: Power of Inclusion
  5. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (4 Modules)

Training is released to all active NYCHA employees at the beginning of the agency's cycle date. All active employees are required to complete training within 30 calendar days of the deployment.



**FAQ: How long does a new employee have to complete training?**

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- Staff have 30 days from the initial deployment of a course to complete the training.
- New employees also have 30 days from their hire date to complete training. They will be notified during orientation.
- New employees will also show up in the non-compliant report.

**FAQ: What do I do with my certificates of completion?**

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- Keep them for your records.
- Learning & Development does “not” use certificates for anything. Please do “not” forward them to L&D.
- Keep your certificates if you must send it to DCAS for verification purposes.
  - Completion discrepancies go to DCAS: [ccompliance@dcas.nyc.gov](mailto:ccompliance@dcas.nyc.gov)

**FAQ: Am I in compliance with my DCAS training?**

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- You need to complete the trainings within a training cycle to comply.
- Cycle dates can be different for each DCAS training.
- The **current training cycles** started on the dates listed below. NYCHA employees must have a completion **on or after** the listed date to comply:

**The Current Training Cycles**

1. Sexual Harassment Prevention (SHP)	<b>September 1, 2022</b>
2. COIB's Conflicts of Interest Prevention Training	<b>February 1, 2021</b>
3. DOI's Corruption Prevention Awareness (Department of Investigation)	<b>February 1, 2021</b>
4. LGBTQ: Power of Inclusion	<b>April 1, 2022</b>
5. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (4 Modules)	<b>April 1, 2021</b>



### **FAQ: When was the last time I took a DCAS training?**

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- To find out when you last took training, you may review your NYCHA U transcript.
- All current training completions are recorded for all employees to view.
- Check your NYCHA U transcript.
- Check your respective team member's transcript.
- Make sure you're looking for the **current cycle dates and the date "on or after"** the start of the cycle as listed above in the "Current Training cycles" chart.

### **FAQ: How do I access NYCHA U?**

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1. Go to the NYCHA CONNECT landing page
2. Click on the DEPARTMENTS TAB
3. Select LEARNING & DEVELOPMENT

### **FAQ: How do I check my NYCHA U transcript?**

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1. Go to the **NYCHA CONNECT** landing page
2. Click the **DEPARTMENT** tab
3. Click **LEARNING & DEVELOPMENT**
4. Click **VIEW TRANSCRIPT** in **YOUR INBOX**
5. Click the **FILTER BY TRAINING STATUS** pull down arrow/menu ACTIVE to expand the menu options
6. Select **COMPLETED** from the menu options to expand and see all completed training objects
7. Click on the **3 DOT ELLIPSE** to **PRINT** the transcript if necessary

### **FAQ: How do I check someone else's NYCHA U transcript?**

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1. Go to the **NYCHA CONNECT** landing page
2. Click the **DEPARTMENT** tab
3. Click **LEARNING & DEVELOPMENT**
4. Click on the **MAGNIFYING GLASS** icon (upper right of the screen)
5. Type the employee's name in the **SEARCH BAR**
6. Select the employee's name from the list



7. Click the **TRANSCRIPT** tab
8. Click the **FILTER BY TRAINING STATUS** pull down arrow/menu ACTIVE to expand the menu options
9. Select **COMPLETED** from the menu options to expand to see all completed training objects for the employee
10. Click on the **3 DOT ELLIPSE** to **PRINT** the transcript if necessary

**FAQ: How do I read my NYCHA U transcript for DCAS training?**

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1. Look for the course name.
2. Look for the "completed" date for the training.
3. Is the date, **on or after** the date of the current cycle listed in the *Current Training Cycles* chart above?
  - If the date is **before** the current cycle date for the training, **you are out of compliance.**
  - If the date is **on or after** the current cycle date for the training, **you are in compliance.**

**FAQ: Where can I find my ERN?**

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- Your Employee Reference Number (ERN) can be found on your paystub. This is the number used to access ESS (Employee Self Service).
- In the reports provided from Learning & Development.
- For permanent employees...

**On NYCHA Connect by:**

1. Clicking on the **HR TAB**
2. Selecting **MY PAY (NYCAPS)**



**FAQ: What is a DCAS profile and how do I get one?**

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- A DCAS profile is an account created by DCAS, which will allow employees to access the online training courses. This account includes the employee's name, ERN, email address and agency name and code.
- Profiles are automatically created through NYCAPS records for permanent employees who have an ERN.
- Those employees without a DCAS profile will have accounts created through requests made by Learning & Development.

**FAQ: What if I don't have an email address?**

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- You can use: hr.lrndev@nycha.nyc.gov
- This is an email box used by Learning & Development.
- Certificates of completion will go directly to that address.

**FAQ: Why do I appear on the *Non-Compliance Training Report*?**

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- You appear on the report because it has been determined that you have not met the requirements by the "as of date" for one or more of the trainings listed.
- Reports are prepared with an 'as of date.' If you do not complete the training by that date, your name will appear in the report and fall off the next report if you completed the training.
- For the Everybody Matters training course, you must complete all 4 modules before you achieve a completion.



**FAQ: How do I use the *Non-Compliant Training Report* to benefit my team?**

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- The reports “only” list those who are out of compliance.
- Find your department
  - Either filter on username or user-location to display who on your team is “out” of compliance.
- The **bi-weekly** report to all managers and POC’s reports out on all DCAS training.
  - Use the “Count by Manager” or “Count by DGM” tab to validate the total number of employees listed as out of compliance for each training course.
  - Use the “All Missing Completions” tab to see all those without a completion in any of the courses.
  - You can filter on department, location, manager to display those in your purview.

**FAQ: I am a manager, but I have not received the bi-weekly noncompliant report?**

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Send an email to [myLearning.NYCHA@nycha.nyc.gov](mailto:myLearning.NYCHA@nycha.nyc.gov)

**FAQ: Can I receive an updated report of the non-compliant staff at my location?**

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- Reports are made available on a bi-weekly basis.
- We ask that you use the most recent report to find staff that are out of compliance.

**FAQ: How can I remove my name from the non-compliant list if I started working for NYCHA recently and I took these trainings at my previous city agency?**

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Send an email to [myLearning.NYCHA@nycha.nyc.gov](mailto:myLearning.NYCHA@nycha.nyc.gov) explaining your situation.



**FAQ: What should I do if I'm having technical difficulties?**

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- Check to see that you are using either the Chrome or Edge browser.
- Some computers still default to IE (Internet Explorer). The training courses work best in Chrome or Edge.
  - Open either Chrome or Edge
  - Copy and paste the link into the URL window
- Are you using a "networked" NYCHA computer or laptop? You cannot access the training without using a networked (connected) NYCHA computer or laptop. (i.e., if you are working from home, you must log into remote desktop (connected to the network) before you log into training.
- Call IT: 212-306-7000

