NYCHA UNIVERSITY

DCAS MANDATORY TRAININGS
FREQUENTLY ASKED QUESTIONS

Mandated DCAS Courses are online trainings required by DCAS and repeat in cycles. Use the chart below to view cycle details, the duration of each course, cycle frequency, and links to launch the training.

TRAINING REQUIREMENTS:
Anyone working for the City of New York is required to take DCAS training.

- Employees 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 this mandatory training within 30 days of their employment.
    - Supervisors are encouraged to work with Learning & Development in identifying those who will not receive notification of new training deployment in the typical manner.

DCAS PROFILE and ACCESS (NYCityLearn):
- DCAS profiles are automatically created through NYCAPS records for permanent employees, which allows employees to access the online training. This account includes the employee's name, ERN, email address, agency name, and code.

- Seasonal employees, temporary workers, consultants, interns, and vendors will have accounts created through requests made to Learning & Development myLearning.NYCHA@nycha.nyc.gov.

HOW TO ONBOARD FOR FIRST TIME USERS:
1. Search for your Onboarding Email:
    a. From: Citywide Learning NYCitylearn@dcas.nyc.gov
    b. Subject: NYCityLearn O-Your Onboarding Pass.
2. Click the **ACCESS YOUR LEARNING PORTAL** icon inside the email.
3. Follow the steps to login to the system using multi-factor authentication.

NYCityLearn

Your Onboarding Pass to **NYCityLearn**

Dear City Colleague,

Welcome to **NYCityLearn**, your online Citywide education platform for learning, opportunities, and resources.

The Citywide system will be implemented over phases throughout this year. Once completed, you will be able to view the City's training catalog, take online classes, register for classes, and download transcripts.

As your first step, please follow the link below to set up multifactor authentication (MFA) and to access to your learning portal.

Access Your Learning Portal

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HOW TO LOGIN AND ACCESS NYCITYLEARN
❖ Use the links below for step-by-step guides to access NYCityLearn.

1. **FIRST-TIME LOGINS:** If it's your first time you will need to set up your Microsoft Authenticator.
   - Desktop/Laptop Login
   - Mobile Device Login

2. **RETURNING USERS:**
   - Desktop/Laptop Login
   - Mobile Device Login

HOW TO ENROLL IN THE ONINE DCAS COURSE(s):

1. Click the provided **TRAINING LINKS** below to register for the DCAS online course.
2. When the course page opens, click the **APPLY NOW** button.
   ❖ 1st email you will receive is **NYCityLearn - Confirmation of eLearning Application Submission**; confirming your application was received.
   ❖ 2ND email you will receive is, **NYCityLearn - Confirmation of eLearning Enrollment**; provides link to Start course.
   ❖ These emails may take 10-20 minutes.
3. CLICK HERE to log into your DCAS profile.
4. Under MyLearning click **DASHBOARD**.
5. Click **MY ENROLLED CLASSES** link.
6. Under Actions, Click on **START LEARNING**.

❖ For optimal performance, please use either Chrome or Edge browser to complete training. Please note that Internet Explorer is not supported.

MANDATED DCAS ONLINE TRAINING COURSE DETAILS:
Important: Training must be completed on or after the listed cycle date in the chart below to stay in compliance.

DCAS Training Title	Click Link to Apply for Training	Estimated Duration	Frequency	Current Cycle Date	Cycle #
COIB Conflicts of Interest Prevention	CLICK HERE	1 Hour	Every 2 Years	02/01/2023-01/31/2025	N/A
DOI Corruption Prevention Awareness	CLICK HERE	1 Hour	Every 2 Years	02/01/2023-01/31/2025	N/A
Everybody Matters: EEO and Diversity & Inclusion *4 Modules	CLICK HERE CLICK HERE CLICK HERE CLICK HERE	40-50 Minutes Each Module	Every 2 Years	04/01/2023-03/31/2025	Cycle 2
lgbTq: The Power of Inclusion	CLICK HERE	1 Hour	Every 2 Years	04/01/2024-03/31/2026	Cycle 5
Sexual Harassment Prevention (SHP)	CLICK HERE	1 Hour	Annual	09/01/2024-08/31/2025	Cycle 7

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HOW TO CHECK DCAS COMPLIANCE STATUS:

❖ Note: It can take 30-60 days for DCAS completions to be reconciled on your NYCHA U transcripts.
❖ All completion discrepancies go to DCAS: ccompliance@dcas.nyc.gov.

A. REPORTING
Learning and Development prepares a monthly **Compliance Training Report** that includes all employees who have not completed trainings courses in the current cycle.
- Search **Compliance Training Report** in NYCHA University (NYCHA U) for the current monthly report.

B. NYCHA UNIVERSITY COMPLETIONS
- Employees can CLICK HERE to view their transcript.
- Managers can CLICK HERE for instructions on how to view the NU transcript of your direct reports.
- If training was completed at a previous city agency email Learning & Development myLearning.NYCHA@nycha.nyc.gov.

C. DCAS TRANSCRIPT
- CLICK HERE to log into your DCAS profile.
- Go to **MY LEARNING** tab in NYCityLearn. There you can view enrolled classes, completed class and certificates.

TECHNICAL SUPPORT:
CLICK HERE to check out the NYCityLearn Help Center for more in-depth articles and how-to guides.

If you experience any technical issues that you can't troubleshoot, please contact mylearning.NYCHA@nycha.nyc.gov.
❖ Provide a brief description of the problem and a screenshot of any issue you encounter within the course.

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