Learning Zone
LAUSD Professional Development and Training Portal

LEARNING ZONE LOGIN INSTRUCTIONS

1. Open your browser (i.e., Internet Explorer, Mozilla Firefox)

2. Type **lz.lausd.net** in the address bar

Address	lz.lausd.net

3. Use your Single Sign-On (SSO) username and password to login to the Learning Zone.

Note: If you have not activated your LAUSD SSO/Email account, please visit the following site:
http://techsupport.lausd.net. *From the Quick Links area, click on the link labeled New Employees Start Here. You will find information on how to activate your account, set your password, and setup an email client to view your email. Your SSO account is used for LAUSD systems such as Learning Zone, Inside LAUSD, and BTS Employee Self-Service. If you have forgotten your SSO password, visit the LAUSD Single Sign-On Self Service Console at* **https://idmlogin.lausd.net/myprofile/**

TO ENROLL IN THE CHILD ABUSE AWARENESS TRAINING

Employees will be pre-enrolled and notified via LAUSD email. If you have not been pre-enrolled, you can self-enroll in the Learning Zone. To self enroll:

1. From the Learning Zone homepage, click on the **Courses** tab.
2. Click on the "**Class Offerings**-search for and enroll in available classes" link.
3. In the Program field, use the drop-down arrow and select **School Safety**. Click the **Search** button.
4. The **Child Abuse Awareness Training** link will display. Click on the link. The class will open in a new window.
5. Click on the **Enroll Now** button.
6. Click on the **OK** button to confirm your enrollment.
7. You will receive the following message: "You have successfully enrolled in the class."
8. Close the window and return to the Learning Zone homepage by selecting the **Home** tab located on the upper left corner of the screen.

ACCESS the TRAINING

1. From the Learning Zone homepage, click on the **My Classes** tab. You will see the Child Abuse Awareness Training course listed.

2. Click on the **globe icon** located to the left of the course title. A new window will appear displaying the online training.

ACCESS the ASSESSMENT

1. From the Learning Zone homepage, click on the **My Assessment** tab.
2. Click on the **start** link for the Child Abuse assessment.
3. Once you pass the assessment with a score of 100% you will be prompted to print out a certificate of completion. *Note**if you are not immediately prompted to print your certificate, follow the instructions below.*

PRINT CERTIFICATE

1. From the Learning Zone homepage, click on the **My History** tab.
2. Click on the **Print** link next to the course name.