

## Online EEO Training – Access & Navigation Instructions

1. Here is the link to enroll in our online, self-paced EEO training on Canvas:  
[EEO Training Registration Form](#).
2. After completing the short registration form, you will automatically be enrolled in the Canvas course.

## Getting Started

Once you enter the course:

1. **Begin with “EEO Training Module 1.”**

Within the module, you’ll see an embedded presentation.

- Use the **toggle arrows inside the presentation** to move through each slide.
- Do **not** click the Canvas “Next” button until you have viewed all slides within the embedded presentation. *(The screenshot included below shows where the toggle arrows appear.)*



2. **Repeat this process for Modules 1–4.**

## Final Quiz

- At the end of the course, you will complete a **final quiz and achieve a score of 80% or higher.**
- **If you do not receive a score of 80% or higher on the final quiz,** please reach out to [odei@rscdd.edu](mailto:odei@rscdd.edu) to request additional attempts. You may retake the quiz **as many times as needed** to achieve a passing score of **80% or higher.**

## Completion Confirmation (Next Steps)

After completing the **entire training, along with the successful completion of the final quiz with a passing score of 80% or higher,** you will receive credit on the PD Gateway. Please note that the EEO Training Certification Roster on the recruitment portal is updated once a month, so you may not see an immediate update after completion of this training. But please rest assured that your training completion has been logged and will be updated towards the end of the month.

**If you did not receive a score of 80% or higher on the final quiz,** please reach out to [odei@rscdd.edu](mailto:odei@rscdd.edu) to request additional attempts. You may attempt the quiz as many times as needed.