

## Cambria County Website

### Human Resources Online Training for County Employees

#### Instructions:

1. Access the Cambria County Employee Portal (<https://www.cambriacountypa.gov/portal>)
2. Click the red **Register Now** button under New User Registration
3. Enter the following information to create your account:

**First Name**

**Email**

**Last Name**

**Create your own Password**

**Department**

**Access Code: hr15931**

**Phone**

You will then be registered. You will get an email sent to your email account that you used to register.

4. Next, go back to the Employee Portal (<https://www.cambriacountypa.gov/portal>). **Log in** with the credentials that were just created under **Existing Users**
5. Click **Log in**
6. Select the **Course List** Tab
7. Click on the employee training you want to complete and then it will take you to another screen. Click the blue **Take this Course** button
8. Then select the **Course Content** link below in the next screen with the title of the employee training you are completing
9. The video will have **no** audio. You are required to watch the entire video and once the video is complete the button **Mark As Complete** will become active to click. Once you mark as complete you will be issued a certificate in your **Course Profile** page and the "HR" department will be notified of your course complete status. You will need to visit your profile page to download the certificate.
10. When **successfully** submitted, the screen will indicate that your training has been completed.
11. The Human Resources Department will be notified when completed trainings are done. Please be sure to complete all seven (7) trainings in a timely manner.

*If you have any questions, please call the Human Resources Department at 814-472-1610.*