Accessing and Self-Attesting to Completed Training

Users now have the ability to self-attest via the portal to trainings they have already completed. Below is a step by step guide on how to access and self-attest to completed training.

1. Log-in to the portal

California Department of PublicHealth		A	PH Reserve Corps Application	Help and Support 🗕 🛛 Sign in
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For user name recovery plea	ase click here: User Name Recovery			
Sign in to Manage you	ur profile			
		•		
* User name		2		
* Password		3		
	Remember me?			
4	Sign in Forgot your password?			

2. Depending on the your web roles, your training details will be located in different sections. The following Site map areas provide access to individual training details:



a. Workforce Staff Details

b. Cal-PPH Portal



c. DIS Portal

California Department of PublicHealth		
↑ Supervisor/Lead Portal Vorkforce Staff Det	ails - Tin	ne Manager
LHJ Cross Data Sharing Portal 🔸 Cal-PPH Porta	· ↓ DIS Po	ortal 🗸
Leia Admin 🗕	DIS Portal	
	My Training	

- 3. Select Training/My Training from the dropdown.
- 4. Review your assigned trainings and select the training you want to self-attest

Home > My	Training								
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Student Name	Training Plan	Training Course	Training Requirement Type	<u>Training Course</u> Status ↑	Training Frequency	Completion Due Date	Training Renewal Required	Renewal Date	
Leia Admin	Test	Foundations Social Determinants of Health	Mandatory		Every 12 months	5/22/2023			~
Leia Admin	Test	Foundations of Trauma Sensitivity	Mandatory						~
Leia Admin	Test	Foundations of Personal Wellness and Mental Health	Mandatory						~

a. Select the chevron and choose Self-Attest to Complete Training

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Leia Admin	Test	Foundations Social Determinants of Health	Mandatory		Every 12 months	5/22/2023			SI

- 5. Complete the Self-Attest Training form by following the steps:
 - a. Enter in the Training Course Completed Date

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b. Upload Training Certificate (if applicable)

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12/15/2023 Training Certificate of Completion	
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c. Self-Attest to completing the training course

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d. Submit the form

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