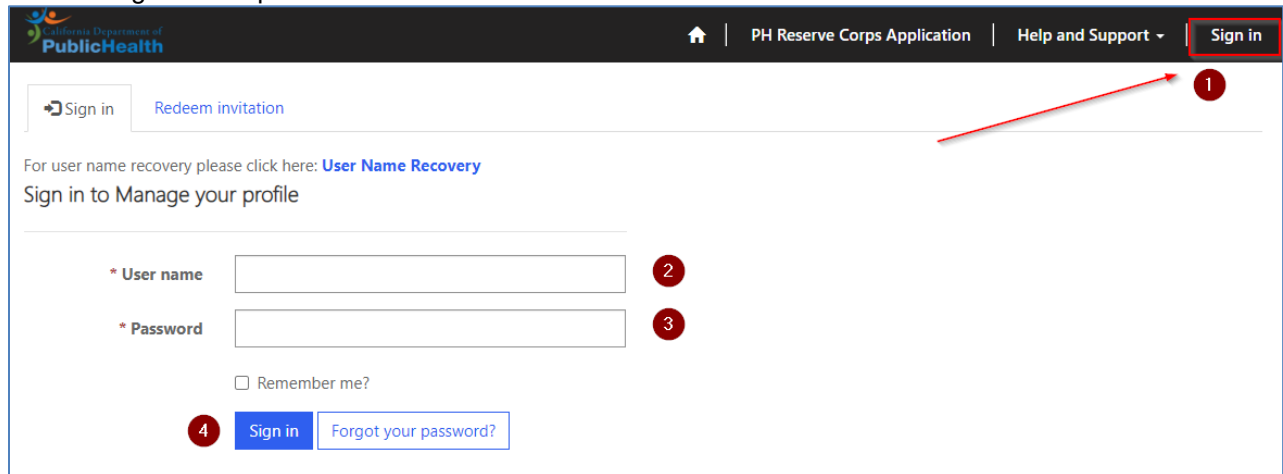


Accessing and Self-Attesting to Completed Training

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.

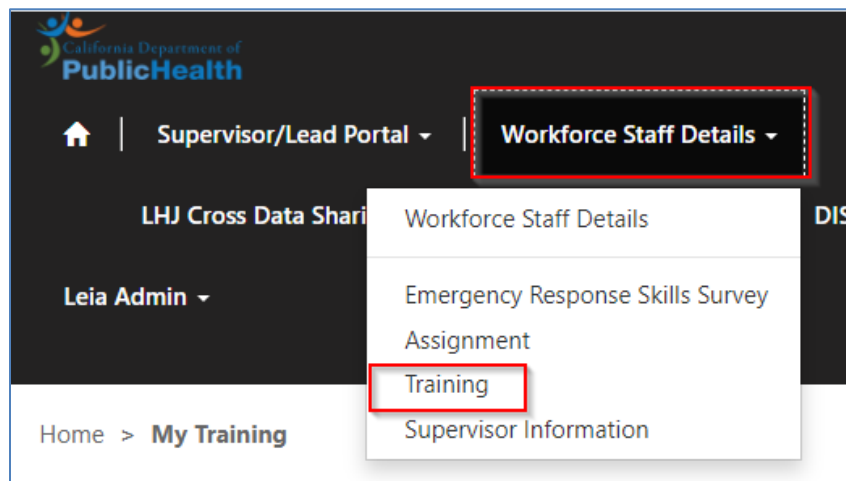
1. Log-in to the portal



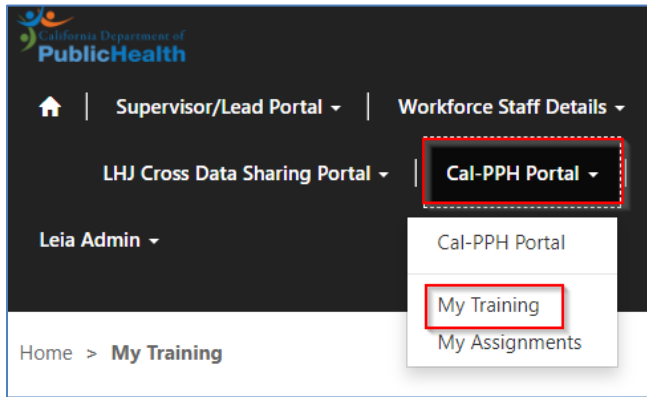
The screenshot shows the login page of the California Department of Public Health portal. The page has a dark header with the logo on the left and navigation links: Home, PH Reserve Corps Application, Help and Support, and a highlighted Sign in button (1). Below the header, there are links for Sign in and Redeem invitation. A link for User Name Recovery is provided for users who need to recover their username. The main form contains fields for User name (2) and Password (3), a Remember me checkbox, and a Sign in button (4) next to a Forgot your password? link.

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:

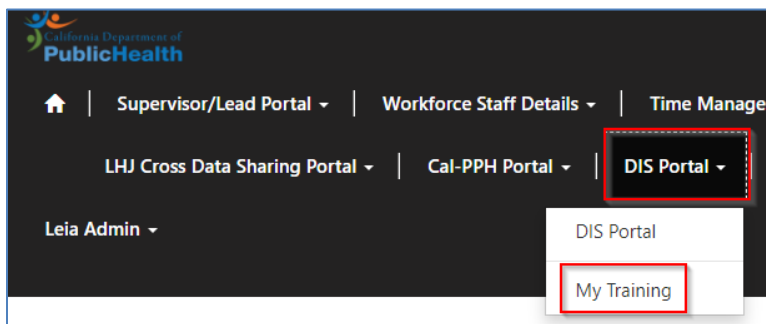
a. Workforce Staff Details



b. Cal-PPH Portal



c. DIS Portal



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

My Training

Welcome to the My Training Page!
Here, you can view the training courses you are scheduled for and have completed. If you have completed a scheduled training and need to update your training course information, you can self-attest to completing the training course, by selecting the down arrow within the training course line item and then selecting the "self-attest to complete training" option. Follow the instructions on the Self-Attest Training Form to submit the form.

[All Training](#)

Student Name	Training Plan	Training Course	Training Requirement Type	Training Course Status	Training Frequency	Completion Due Date	Training Renewal Required	Renewal Date
Leia Admin	Test	Foundations of 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

Home > My Training

My Training

Welcome to the My Training Page!
Here, you can view the training courses you are scheduled for and have completed. If you have completed a scheduled training and need to update your training course information, you can self-attest to completing the training course, by selecting the down arrow within the training course line item and then selecting the "self-attest to complete training" option. Follow the instructions on the Self-Attest Training Form to submit the form.

[All Training](#)

Student Name	Training Plan	Training Course	Training Requirement Type	Training Course 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		

Self-Attest to Complete Training

5. Complete the Self-Attest Training form by following the steps:

- a. Enter in the Training Course Completed Date

Edit

Foundations Social Determinants of Health

Training Plan
Test

Training Plan Line Item Status
—

Completion Due Date
5/22/2023

Completed Date 1

M/D/YYYY

Training Certificate of Completion
[Choose File](#) No file selected

By selecting Yes, I hereby self-attest to completing the information I have provided is true and accurate, to the best of my knowledge.

No Yes

Submit

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

b. Upload Training Certificate (if applicable)

Edit ✕

Foundations Social Determinants of Health

Training Plan

Test


Training Plan Line Item Status

—

Completion Due Date

5/22/2023

Completed Date

12/15/2023 

Training Certificate of Completion

[Choose File](#) No file selected 2

By selecting Yes, I hereby self-attest to completing the training course listed above, and the information I have provided is true and accurate, to the best of my knowledge.

No Yes

Submit

c. Self-Attest to completing the training course

Edit ✕

Foundations Social Determinants of Health

Training Plan

Test


Training Plan Line Item Status

—

Completion Due Date

5/22/2023

Completed Date

12/15/2023 

Training Certificate of Completion

[Change File](#) Portal Revamp Screenshots.docx [Delete](#)

3 By selecting Yes, I hereby self-attest to completing the training course listed above, and the information I have provided is true and accurate, to the best of my knowledge.

No Yes

[Submit](#)

d. Submit the form

Edit

Foundations Social Determinants of Health

Training Plan
Test

Training Plan Line Item Status
—

Completion Due Date
5/22/2023

Completed Date

Training Certificate of Completion
[Change File](#) Portal Revamp Screenshots.docx [Delete](#)

By selecting Yes, I hereby self-attest to completing the training course listed above, and the information I have provided is true and accurate, to the best of my knowledge.

No Yes

4