

3835 Green Pond Road | Bethlehem, PA 18020

DATE: October 29, 2025
TO: All Employees
FROM: Brian Shegina, Director, HR
RE: **Online Compliance Training**

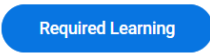
Northampton Community College is committed to providing our employees with required training in important areas of compliance. As part of our commitment and obligations on these topics, we are requiring all employees to complete the following interactive online courses for these important areas of compliance:

- **Preventing Harassment in the Workplace**
- **Avoiding Phishing Scams**
- **FERPA**

We are requiring that you please complete all three courses by **January 2, 2026 and appreciate your cooperation and attention.**

New this year, the trainings will be completed in Workday/LinkedIn Learning. To begin training, follow these steps:

- 1) Login to Workday using your credentials
- 2) Navigate to the courses through your Workday inbox or by typing "Learning" in the search

bar. In your inbox, click the Required Learning button . The courses should populate on the next page. Click anywhere on the course you want to take. On the

next screen, click 'Start Course'  to begin the course. If you have previously started the course, but not finished, click 'Resume Content'.

- 3) You may be asked to enter your NCC credentials or your LinkedIn password, if you have a personal LinkedIn account.
- 4) Once you have completed a course, go back to your inbox and click the Submit button



- 5) Once you have completed a course, it will be marked as Completed in the system. There is no need to send confirmation to HR.

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Need Help?

If you have any issues with sign-in or accessing the courses, please contact either Brian Shegina or Sam Schaible at 610-861-5460 or hr@northampton.edu.

Thank you for your time and cooperation in completing these essential training courses.