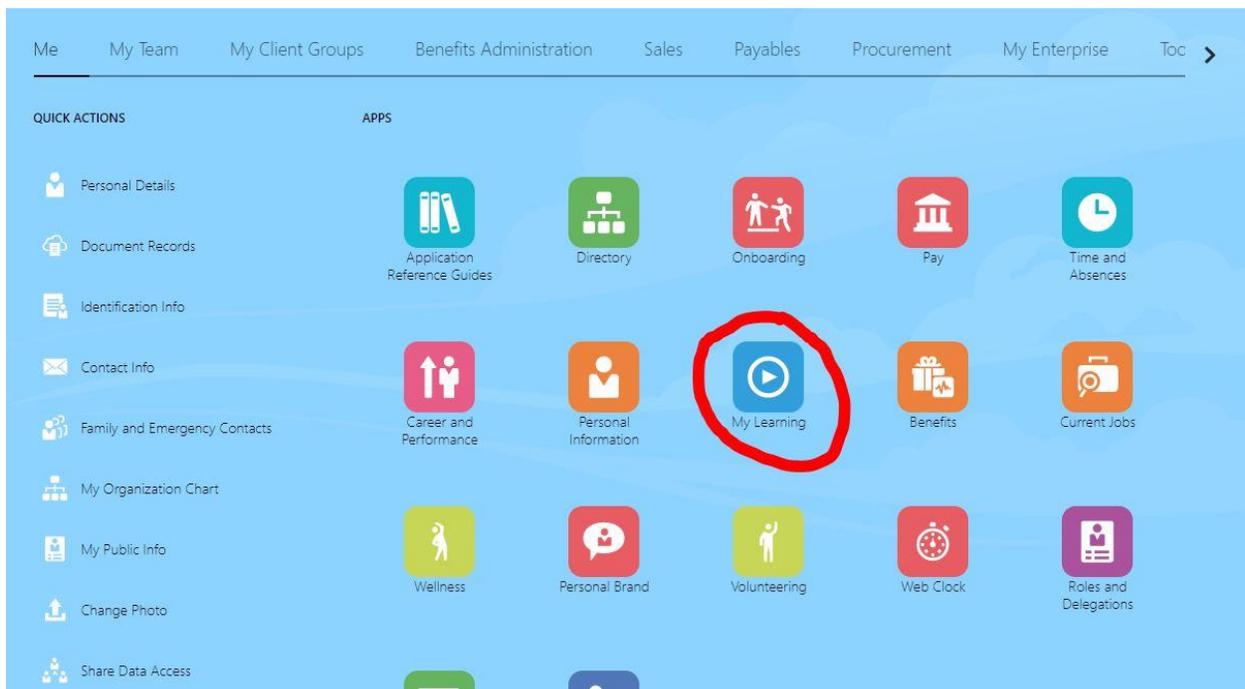


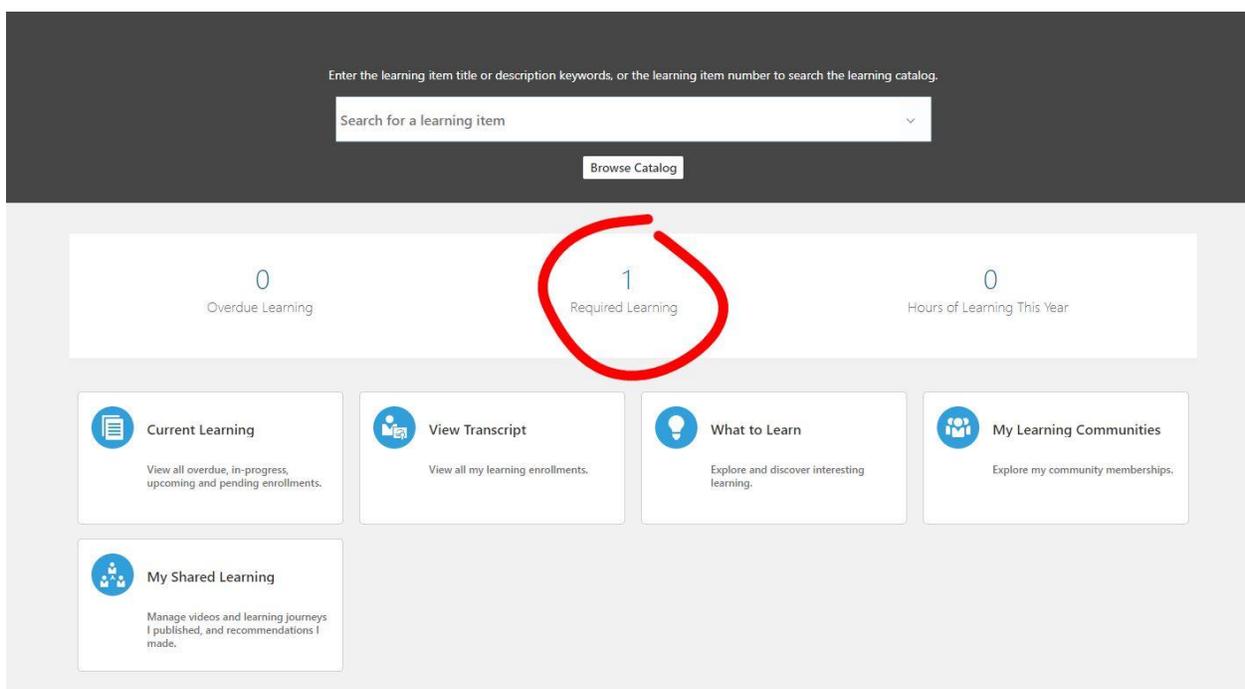
How to Complete Required Training in Oracle:

Tip: To ensure all your course progress is saved correctly, it is recommended to clear your browser cache before beginning the activities in a course.

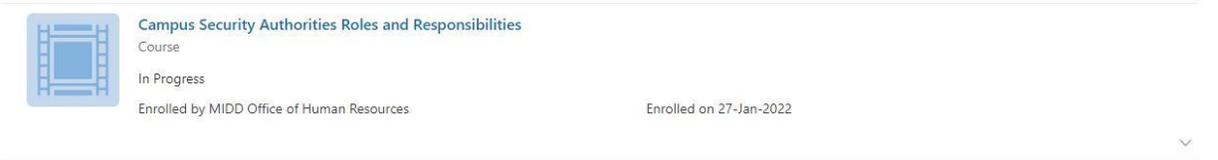
1. In Oracle, navigate to the “Me” tab and click on “My Learning”.



2. Click on the number above “Required Learning”.



3. Your required courses will appear here. Select the course you would like to complete.



The screenshot shows a course card with a blue icon of a film strip. The text on the card includes: "Campus Security Authorities Roles and Responsibilities", "Course", "In Progress", "Enrolled by MIDD Office of Human Resources", and "Enrolled on 27-Jan-2022". A small downward arrow is visible in the bottom right corner of the card.

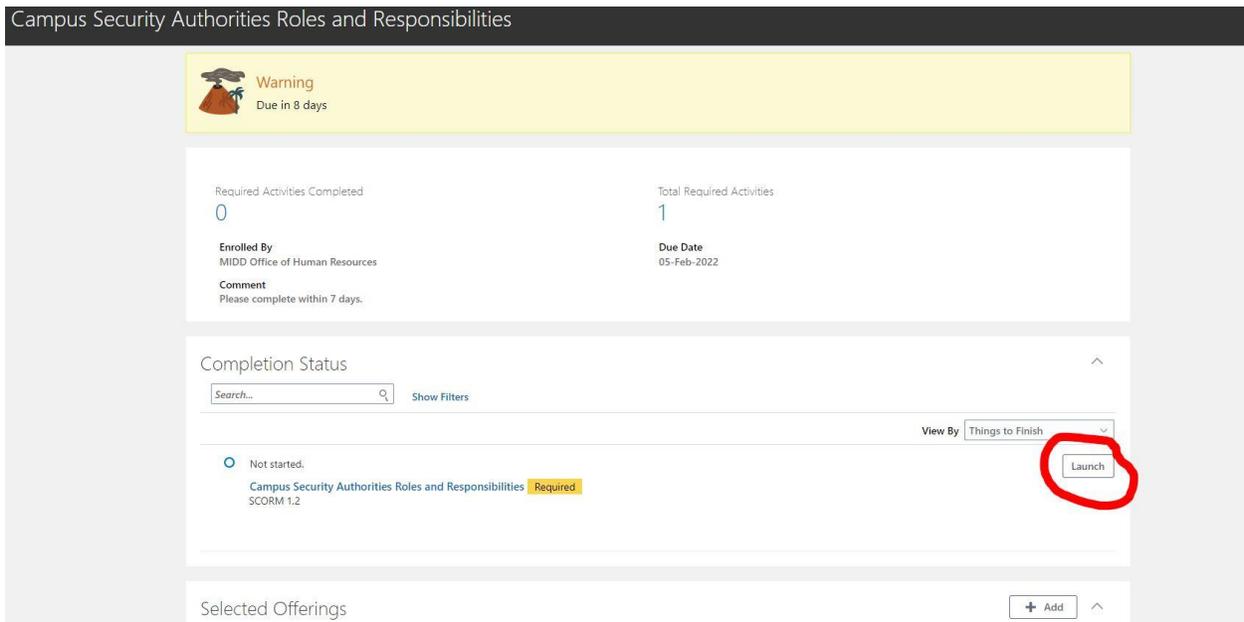
4. Select "Enroll" in the top right corner



The screenshot shows a yellow warning banner with a bell icon and the text: "Warning", "No Offering Selected", and "Enroll to complete this course.". In the top right corner of the banner, there is a dark button labeled "Enroll", which is circled in red. Below the banner is a section titled "Selected Offerings" with a downward arrow.

5. Now you should see the list of activities associated with the course.

6. Select "Launch" to the right of the activity to begin. This will take you into another tab in your browser. **Please make sure you are not in a private browser and that your cookies are turned on.**



The screenshot shows a course activity page. At the top, there is a yellow warning banner with a bell icon and the text: "Warning", "Due in 8 days". Below this, there are two columns of statistics: "Required Activities Completed" (0) and "Total Required Activities" (1). Underneath, it says "Enrolled By: MIDD Office of Human Resources" and "Due Date: 05-Feb-2022". A "Comment" section says "Please complete within 7 days.". The main section is titled "Completion Status" and has a search bar and "Show Filters" link. On the right, it says "View By: Things to Finish". Below this, there is a list of activities. The first activity is "Not started." with a radio button. The activity name is "Campus Security Authorities Roles and Responsibilities" with a yellow "Required" tag and "SCORM 1.2" below it. To the right of this activity, there is a dark button labeled "Launch", which is circled in red. At the bottom, there is a "Selected Offerings" section with a "+ Add" button and an upward arrow.

7. Complete each activity and select “Save and Close” in the top right corner to save your progress before exiting the tab.

The screenshot shows a web interface for a course. At the top, a dark header bar contains the text "Campus Security Authorities: Roles and Responsibilities (Full Course): Campus Security Authorities Roles and Responsibilities" on the left and a "Save and Close" button on the right, which is circled in red. Below the header is the Vector Solutions logo and a language dropdown set to "English". The main content area features a blue banner with the course title "Campus Security Authorities: Roles and Responsibilities" and a "Full Course" subtitle. A "CONTINUE COURSE" button with a play icon is visible. Below the banner, there are two sections: "Course Sections" showing "0 / 4 COMPLETE" and a list item "Introduction" (2 Minutes Required); and "Course Requirements" showing an "Assessment Requirement" of "80%".