

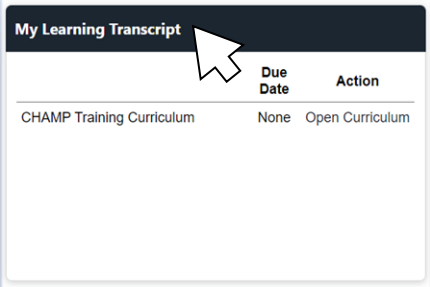


How to Complete the CHAMP Compliance Training in TalentWorks

This guide will navigate existing CHAMP users to completing the required CHAMP Compliance Training Module in TalentWorks. Visit the [TalentWorks website](#) and log in with your username and password to begin. *Note: LA County Employees will use their Single-Sign-On to login or access the quick link to TalentWorks from the DHS SharePoint Site.*

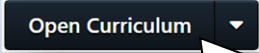
Locating the CHAMP Training Curriculum

1



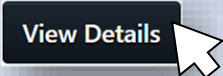
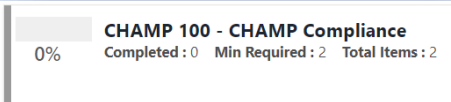
Once logged in, locate, and click “My Learning Transcript” from the homepage to view your Transcript.

2



Find the **CHAMP Training – [Role] Curriculum** and click “Open Curriculum” next to it to access the required CHAMP training for your role.

Required CHAMP Compliance Training Module



3

Your curriculum will show 0% on the newly added module. Click the module title **CHAMP 100 – CHAMP Compliance** or click “View Details” next to the title to access the learning items.

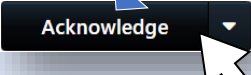
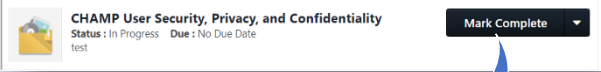
4

Complete all three (3) learning items in order by clicking “Launch”.

5

Note: There is an **Acknowledgement Form*** required before being allowed to launch the **CHAMP Compliance - Final Exam**.

Acknowledgement of Completion *



6

After launching and reading the **CHAMP User Security, Privacy, and Confidentiality** document, select “Mark Complete”.

7

The action button should change to “Acknowledge”. Click it to read the statement and formally acknowledge your completion.

8

Note: The **Final Exam** should now be available to launch. The **Final Exam** is required and needs an 80% passing grade to officially complete the module. Users will have unlimited attempts.