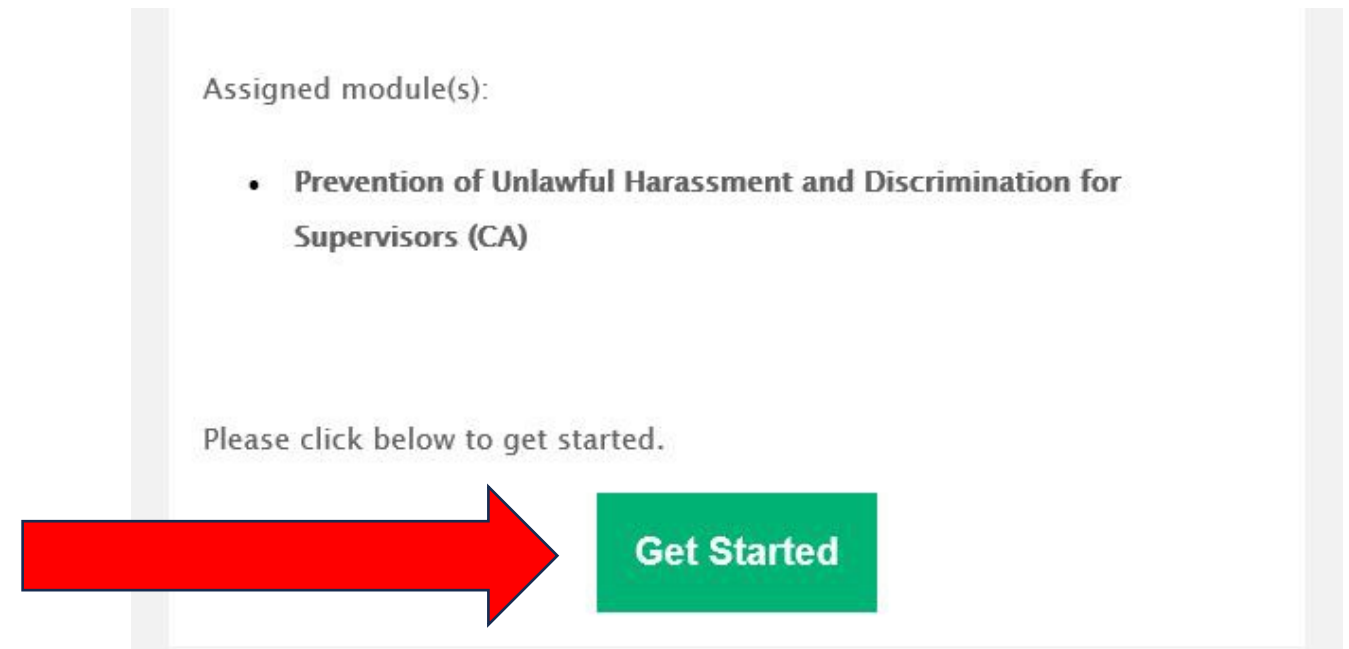


# **Access Training** **Two Ways**

1. Through the email you received from HRCompliance.
2. Through the [access.Caltech.edu](https://access.caltech.edu) site.

# 1. Access through email from HRCompliance@caltech.edu.

- Open the email you received from HRCompliance@caltech.edu.
- Click on the “Get Started” button at the bottom of the email.



- Enter your Access Caltech credentials. If you do not know your log in credentials please contact IMSS.

# Caltech

You are about to access:

app.getinclusive.com

Username

Password

Login

**ATTENTION: If you are using a shared or publicly-accessible computer, be sure to quit/close out of the browser program completely to ensure your session is terminated.**

[› Forgot your password?](#)

[› Need Help?](#)

[› Terms of Use](#)

- Once you enter the Get Inclusive Dashboard, in order to start the training, click the blue “Start” button of your assigned Supervisor Training.



## YOUR COURSES

Prevention of Unlawful Harassment and  
Discrimination for Supervisors (CA)



Not Started

Start

## 2. Access through the access.Caltech.edu site.

- Open your browser and enter access.caltech.edu.
- Log into Access Caltech using your credentials. If you do not know your log in credentials please contact IMSS.

**Caltech**

You are about to access:

app.getinclusive.com

Username

Password

Login

**ATTENTION:** If you are using a shared or publicly-accessible computer, be sure to quit/close out of the browser program completely to ensure your session is terminated.

[› Forgot your password?](#)

[› Need Help?](#)

[› Terms of Use](#)

- Under the Self Service list scroll down to and click on “Prevention of Unlawful Harassment Training”.



## Your Online Applications

### Self Service

- ✔ [Caltech COVID-19 Reporting](#) ⓘ ☆  
Caltech COVID-19 Reporting
- ✔ [Caltech Help](#) ⓘ ☆  
Submit and track support requests for IMSS, Card Office, Procurement, and GPS.
- ✔ [Caltech Mobility Survey](#) ⓘ ☆  
Annual Caltech Mobility Survey
- ✔ [Disclose Disability Status \(IE and Saferi and Adobe Reader Plugin\)](#) ⓘ ☆  
View and modify your disclosure disability status
- ✔ [Duo Registration and Management](#) ⓘ ☆  
Duo self-registration and service management
- ✔ [Electronic Paycheck Stub \(Online Payslip\)](#) ⓘ ☆  
View your electronic paycheck stub. Mac users should use Firefox or Chrome.
- ✔ [Electronic W2 \(Online W2\)](#) ⓘ ☆  
View your electronic form W2: Wage and Tax Statement. Mac users should use Firefox or Chrome.
- ✔ [Facilities Service Requests](#) ⓘ ☆  
Submit facilities service requests (replaces AIM Customer Portal)
- ✔ [Gym Membership](#) ⓘ ☆  
Gym membership management
- ✔ [Housing Turnover Portal](#) ⓘ ☆  
Historic service request data (replaced by Facilities Service Request)
- ✔ [My Personal Information](#) ⓘ ☆  
Update your personal information
- ✔ [MyBenefits](#) ⓘ ☆  
Manage Your Caltech Benefit elections (Faculty, Staff, and Postdoctoral Scholars)
- ✔ [MyLearn](#) ⓘ ☆  
Manage, deliver, and track online and classroom-based training
- ✔ [NameCoach](#) ⓘ ☆  
Create and share a self-recorded audio file on how to pronounce your name.
- ✔ [Parking](#) ⓘ ☆  
Register your vehicle online for campus parking permits
- ✔ [Prevention of Unlawful Harassment Training](#) ⓘ ☆  
Access Caltech Harassment Prevention Training
- ✔ [Rideshare](#) ⓘ ☆  
Look for rideshare matches with other Caltech commuters
- ✔ [Site Licensed Software](#) ⓘ ☆  
Store for campus licensed software
- ✔ [TIAA Account Overview](#) ⓘ ☆  
View your TIAA retirement contributions summary

- Once you enter the Get Inclusive Dashboard, in order to start the training, click the blue “Start” button of your assigned Supervisor Training.



## YOUR COURSES

Prevention of Unlawful Harassment and  
Discrimination for Supervisors (CA)



Not Started

Start