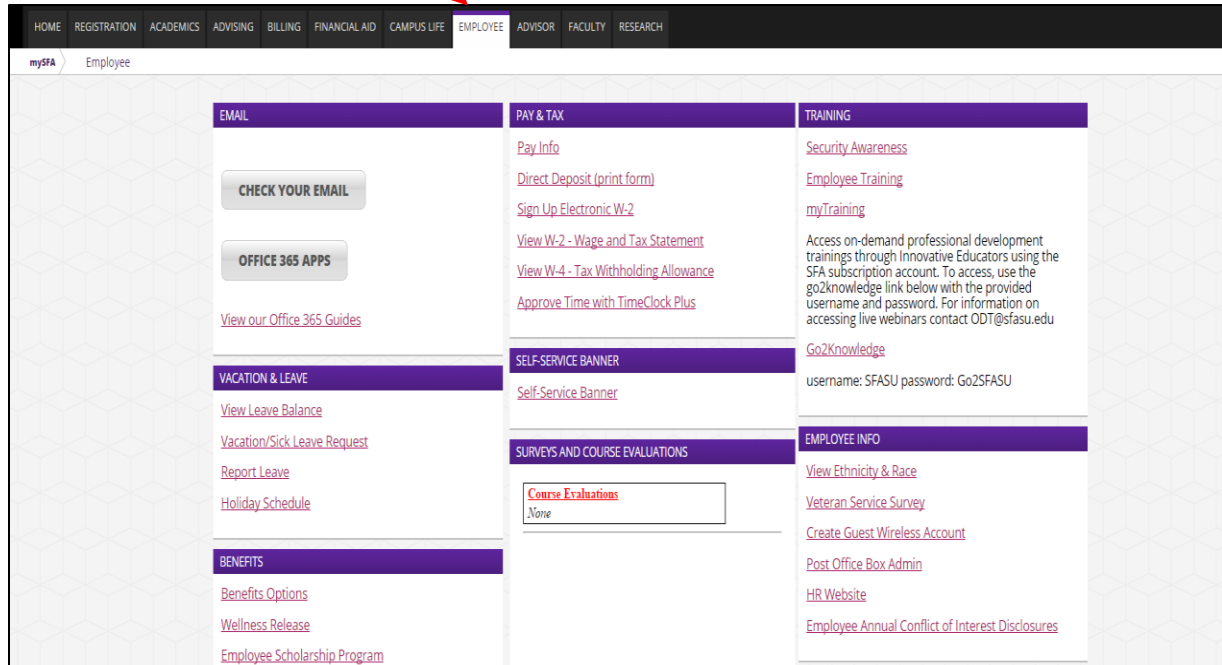


Gaining Access to myTraining

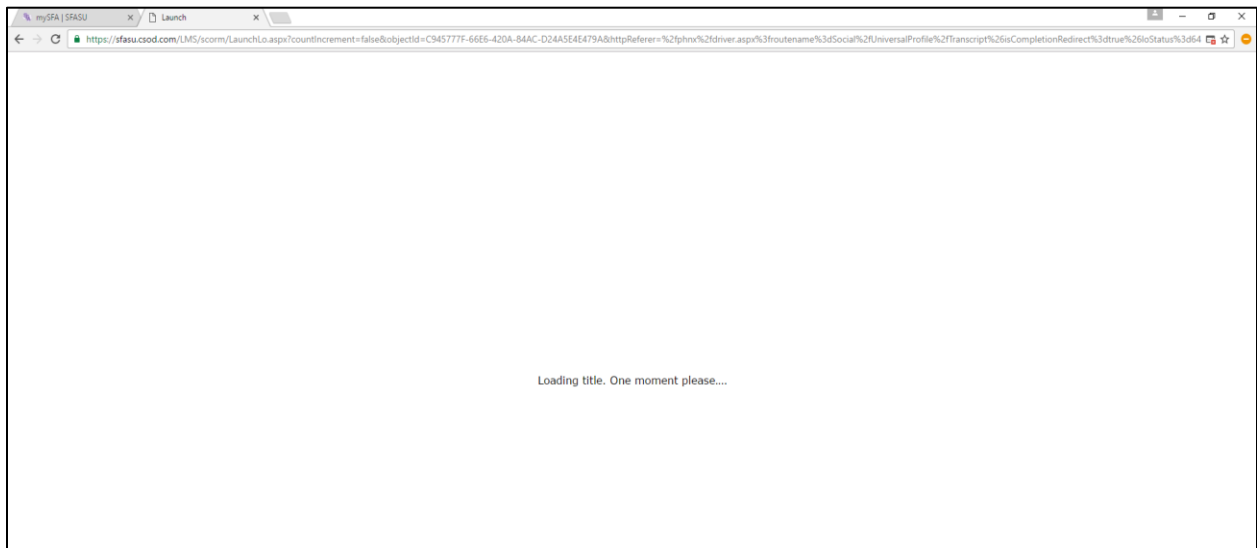
1. Google Chrome is the best browser with the least amount of issues for accessing myTraining.
2. Navigate to the Employee Tab in mySFA <https://mysfa.sfasu.edu>.



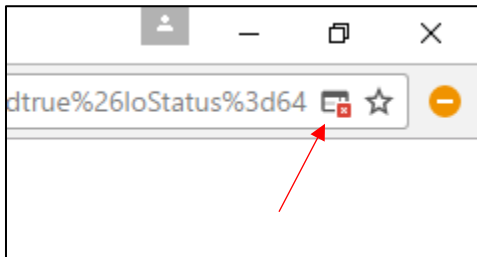
3. Click on the myTraining link on the Employee Tab. The training system homepage should load.



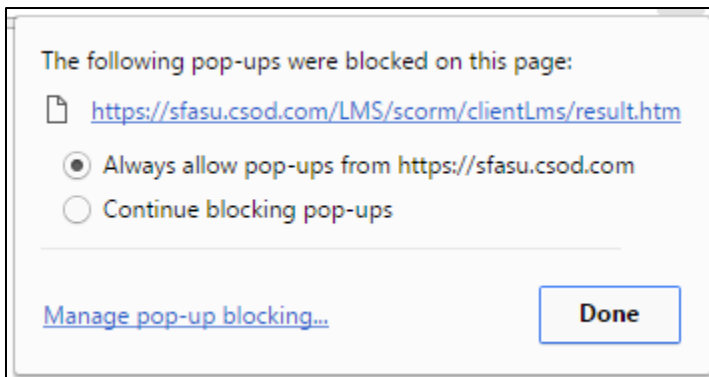
4. If, when you click on Launch, you receive the loading screen shown below for longer than a few seconds continue to step 5.



5. Immediately to the right of the address bar there will be a small box with a red x.



6. Change this setting to Always allow pop-ups.



7. Restart your browser and navigate to myTraining again.
8. You should now progress past the loading screen and gain access to the training.