

To: All SEEM Employees
From: Linda DiCecca
Subject: Civil Rights Training
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The State of Massachusetts requires all public employees to complete a Civil Rights Training online at <https://seem.itslearning.com/index.aspx>.

To log into **itslearning** you will need your user name and password. You will receive this information via email after your newhire orientation with the Human Resources Manager. Please complete the training and acknowledge that you took the training on itslearning within 5 days of employment.

Your username is your **first initial and last name**.

Once you sign in you will see the courses. The courses are either a PDF or PowerPoint Presentation of information with an acknowledgement that you need to submit. Look to the right hand column and you can click on the items to open them.