

Self-Enroll for Cash Handling Acknowledgment

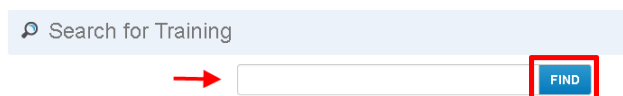
1. Log in to the Employee Learn Center using your MEID and password at:

<https://maricopa.learn.taleo.net>

2. Click on the Search for Training tile.



3. Type keyword “Cash Handling” in the search bar and click Find.



4. Locate “Cash Handling Acknowledgment” in list and click the + button to the right of the description. The + button will disappear.

Cash Handling Acknowledgment

Any MCCCDC employee that is responsible in some way, however insignificant, for handling **cash** transactions is required to... [more](#)

TYPE Learning Plan STATUS Not Attempted

CATEGORY Compliance, Disclosure

- If you have previously taken the Cash Handling Acknowledgment you will not see the + button, move on to step 5.

5. Click on the link of the title “Cash Handling Acknowledgment”.

Cash Handling Acknowledgment

Any MCCCDC employee that is responsible in some way, however insignificant, for handling **cash** transactions is required to... [more](#)

TYPE Learning Plan STATUS Not Attempted

CATEGORY Compliance, Disclosure

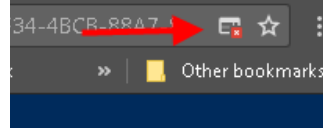
6. Click on the play (launch course) button to the right of title to begin.

Cash Handling Acknowledgment

Any MCCCDC employee that is responsible in some way, however insignificant, for handling cash transactions (including, but not limited to: coins, currency, checks, money orders, credit cards, electronic funds... [more](#))

DUE DATE N/A STATUS Completed
OPTIONAL No TYPE Course

- If you don't see a pop-up window check the top right corner of your browser. Click the option to always allow popups from <https://maricopa.learn.taleo.net>



- If you have previously completed the Cash Handling Acknowledgment, you will have the option to preview or make a new attempt. Click + New attempt to retake the module.

New Attempt / Course Preview

You have previously completed this course.

START DATE 4/30/2017

COMPLETED DATE 4/30/2017

What would you like to do?

[+ NEW ATTEMPT](#)

[PREVIEW](#)

Closing the course now will not create a new attempt.

7. Click through all pages and submit the acknowledgment.

You will receive a yearly email reminder when it is time to renew your Cash Handling Acknowledgment.