

## **Web-Based Training Guidelines for DDS Employees**

As a DDS employee, you may access web-based training such as SABA, Open Future Learning or Linked-In Learning, using state-owned computer equipment and during scheduled work hours. This is allowable if it is applicable to your current job, and only with your supervisor's approval.

If you are required by your supervisor to complete specific web-based training courses, he/she must allow you to do so using state-owned computer equipment and during scheduled work hours.

You may choose to access non-required web-based training on Linked-In Learning, outside of your scheduled work hours and using your own personal (or other non-state-owned) electronic devices. In that case, it be on your own time, and you will not receive compensation of any kind for those hours.

While utilizing any state owned equipment or devices, you must follow the state of CT Acceptable Use of State Systems policy which can be accessed here: [Acceptable Use of State Systems Policy \(ct.gov\)](http://Acceptable Use of State Systems Policy (ct.gov))

If you have any questions, please reach out to your supervisor for guidance.