

## Solicitor AODA Training Job Aid



### Purpose

The purpose of this job aid is to inform solicitors on how to complete the new *Accessibility for Ontarians with Disabilities Act* (AODA) training on the Solicitor Portal.

### Introduction

#### AODA Training

The Accessibility for Ontarians with Disabilities Act (AODA) training is now available in the [Personal Info] section. The deadline to submit the completion of AODA training is March 31, 2020. If the deadline has passed, please make sure to complete the training as soon as possible.

### Solicitor Portal

After logging into the Solicitor Portal, a pop-up message will appear to indicate that the AODA Training is available. (See Figure 1)

To find more details on AODA training, please click the “here” link and you will be redirected to Legal Aid Online website where the training is being hosted. You can then select and complete each training module. The training can also be completed in French by selecting the French link. (See Figure 1)

Click “OK” in the pop-up message to proceed to the main menu page. If you click “Cancel”, you will be unable to proceed further within the Solicitor Portal and you will be taken back to the log-in page.

Prepared by Lawyer Services & Payments – January 2020

## AODA Training

The Accessibility for Ontarians with Disabilities Act (AODA) training is now available in the [Personal Info] section. The deadline to submit the completion of AODA training is March 31, 2020. If the deadline has passed, please make sure to complete the training as soon as possible.

To find more details on AODA training, please click [here](#).

## Formation sur la LAPHO

La formation sur la Loi sur l'accessibilité pour les personnes handicapées de l'Ontario (LAPHO) est maintenant offerte sous la rubrique « Renseignements personnels ». La date limite pour confirmer que vous avez terminé la formation sur la LAPHO est le 31 mars 2020. Si la date est passée, assurez-vous de terminer la formation le plus tôt possible.

Pour de plus amples renseignements sur la formation sur la LAPHO, veuillez cliquer [ici](#).

**I acknowledge by selecting "OK" that I have read and understand the content in the message(s) above.  
En cliquant sur « OK », je reconnais avoir lu et compris le contenu du ou des messages ci-dessus.**

**If you have not read or understand the content of the above message(s) please select "Cancel". Please be advised by doing so you will be unable to proceed further within the Solicitor Portal and you will be taken back to the log-in page. Please contact the Lawyer Service Centre at (416)979-9934 or toll free 1(866)979-9934 for assistance.**

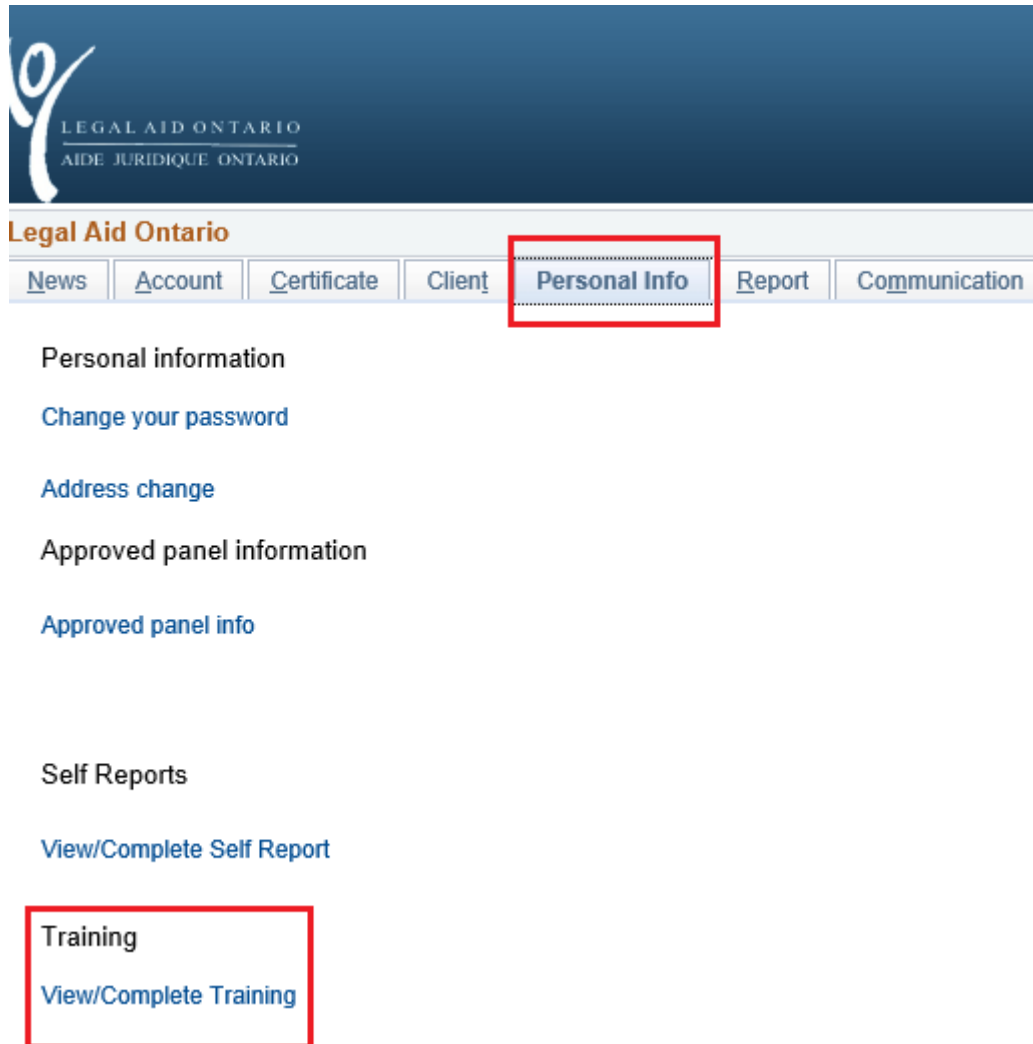
**Notez que si vous cliquez sur « Annuler », vous ne pourrez pas continuer à avancer dans Aide juridique en ligne et vous serez ramené à la page d'ouverture de session. Pour de plus amples renseignements, veuillez communiquer avec le Centre d'aide aux avocats au 416 979-9934 ou sans frais au 1 866 979-9934**



**Figure 1**

## How to Record the Training on the Solicitor Portal

Click on the “Personal Info” tab and select “View/Complete Training” under the “Training” section. (See Figure 2)



**Figure 2**

Select the date the training was completed in the Calendar and check the disclaimer box and click “Submit”. (See Figure 3)

Learning Center

LEGAL AID ONTARIO  
AIDE JURIDIQUE ONTARIO

January 15, 2020  
Language: English

## Training Repository

Vendor ID:

Training	Date completed	Language of Training	Disclaimer	Date Submitted
1 AODA - 2019	<input type="text"/>	English	<input type="checkbox"/> I am aware of my obligations under the Accessibility for Ontarians with Disabilities Act (AODA) and have completed the required AODA training as set out in LAO's Accessibility Policy.	<input type="button" value="Submit"/>

Return/Retour

[Click here to print/Clic à imprimer](#)

**Figure 3**

If you try to submit without completing the mandatory fields (date of completion, language, disclaimer), you will receive a pop-up message. (See Figure 4)

Learning Center

LEGAL AID ONTARIO  
AIDE JURIDIQUE ONTARIO

## Training Repository

Vendor ID:

Training	Date completed	Language of Training	Disclaimer
1 AODA - 2019	01/15/2020	English	<input type="checkbox"/> I am aware of my obligations under the Accessibility for Ontarians with Disabilities Act (AODA) and have completed the required AODA training as set out in LAO's Accessibility Policy.

Return/Retour

Please checkoff the disclaimer.

**Figure 4**

After clicking submit, the record will be read-only and will not be available for further edit. (See Figure 5) This page can be printed for your records by clicking on the "Click here to print" icon.



## Training Repository

Vendor ID:

1 row

Training	Date completed	Language of Training	Disclaimer	Date Submitted
1 AODA - 2019	01/15/2020	English	<input checked="" type="checkbox"/> I am aware of my obligations under the Accessibility for Ontarians with Disabilities Act (AODA) and have completed the required AODA training as set out in LAO's Accessibility Policy.	01/15/2020

[Return/Retour](#)

[Click here to print/Clic à imprimer](#)

**Figure 5**

### NOTES

Although the deadline to complete AODA training is March 31, 2020, you will still be able to complete the submission after the due date (the training page will still remain open after March 31, 2020).

New lawyers joining LAO after Jan 2020, may have already completed AODA training. For tracking purpose, please submit the AODA training through the Solicitor Portal.

Once the training is completed, **submit** the training, as there is no facility to save the training information as draft.