



INSTRUCTIONS ON HOW TO ACCESS THE ONLINE WORKPLACE HARASSMENT PREVENTION COURSE FOR MANAGERS

The online Workplace Harassment Prevention for Managers - Multi-State Edition version 2.0 course has three criteria for completion:

- Scoring 100% on all course tests
- Spending a minimum of 120 minutes inside of the course
- Viewing all slides

Instructions for Launching Online Course through ALCOLearn

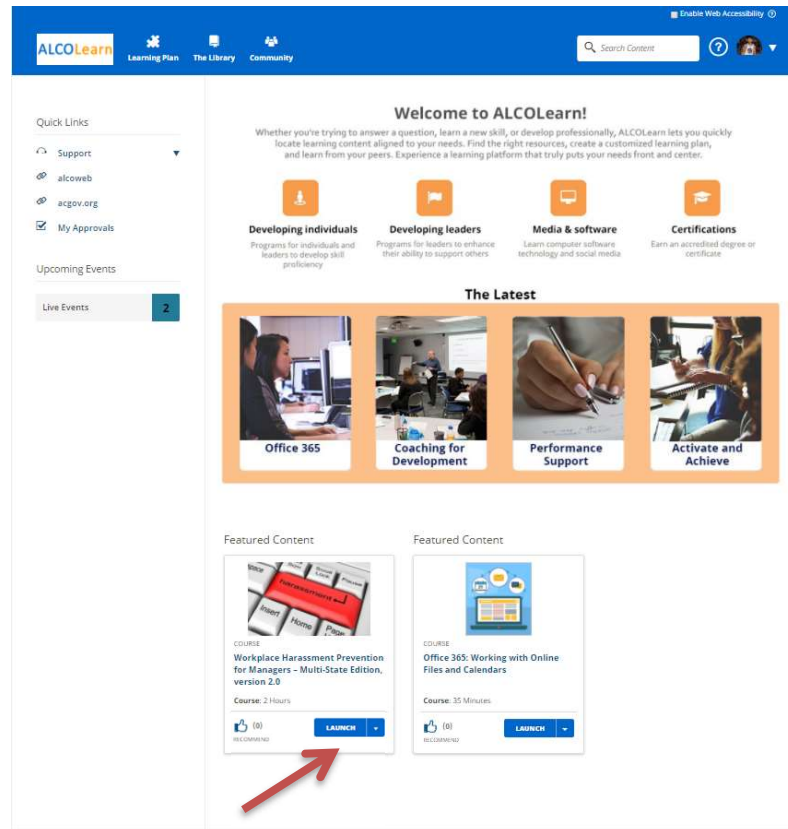
These instructions are intended for a new user accessing the online *Workplace Harassment Prevention for Managers, version 2.0* course and contain step-by-step details. To promote sustainability, please consider viewing this job aid electronically and print only if necessary.

- 1) Click on the following link: [ALCOLearn](#) or type in <http://acgovtec.skillport.com> into a web browser.
- 2) Log in to ALCOLearn. **Username:** six digit employee ID (usually starts with a 1 or 2); **Password:** welcome (all lowercase)
- 3) Before logging-in, you will need to review the **Online Agreement** and check the checkbox to acknowledge it.

A screenshot of the ALCOLearn login page. The page has a white background with a light gray border. At the top left, the "ALCOLearn" logo is displayed in blue and orange. To the right of the logo, the text "v 8.0.6627" is visible. Below the logo, there is a circular graphic containing three images: a person using a laptop, a person using a tablet, and a hand holding a smartphone. Below this graphic, the text "Learn Anytime, Anywhere" is written. The main content area of the page contains a welcome message: "Welcome to ALCOLearn, your gateway to online learning. Log in to get started!". Below this, there is a section for first-time users: "First Time User? Your User ID is your six digit employee ID number. The default password is welcome." This section includes links for "Forgot your user ID?" and "Forgot your password?". The login section is titled "Log In" and features two input fields: "User ID" and "Password". The "User ID" field contains the text "000030". The "Password" field contains six asterisks. To the right of the password field is a button labeled "Login to Skillport". Below the input fields, there is a checkbox labeled "I read, understand and agree to be bound by the terms of the Online Agreement." and a link for "Enable Web Accessibility". A red arrow points to the checkbox.



- 4) Upon logging-in, the **Workplace Harassment Prevention for Managers, version 2.0** course is located under the “**Featured Content**” section beneath the **ALCOLearn** greeting message and “**The Latest**” section (may require you to use your scroll bar to scroll down). **Select the Launch link.**



- 5) Every time you enter the course, it requires you to acknowledge your identity. Select **Agree**.

Conditions of Self-Monitored Training for

Steph Curry

This training is intended to benefit you, the learner, by delivering the necessary skills and knowledge to enhance your performance in today's dynamic workplace. Therefore, all responses to test questions should be provided by you. This is not an open book exam. If you make less than a successful score you may retake the training and tests as needed.

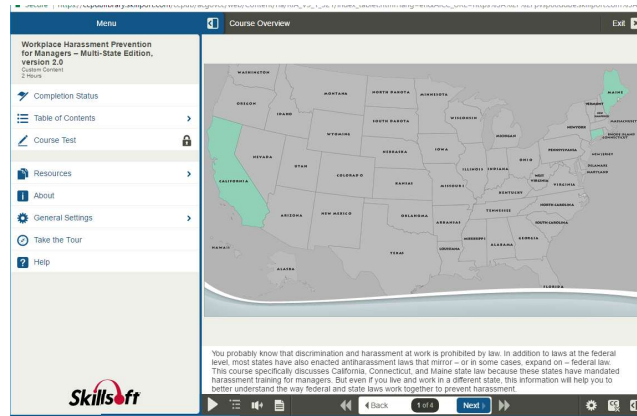
Do you agree to the following?

- All responses to test questions will be provided solely by me.
- I will neither seek nor receive any assistance, written or oral, for my responses.
- I acknowledge that I am the person listed on this page.

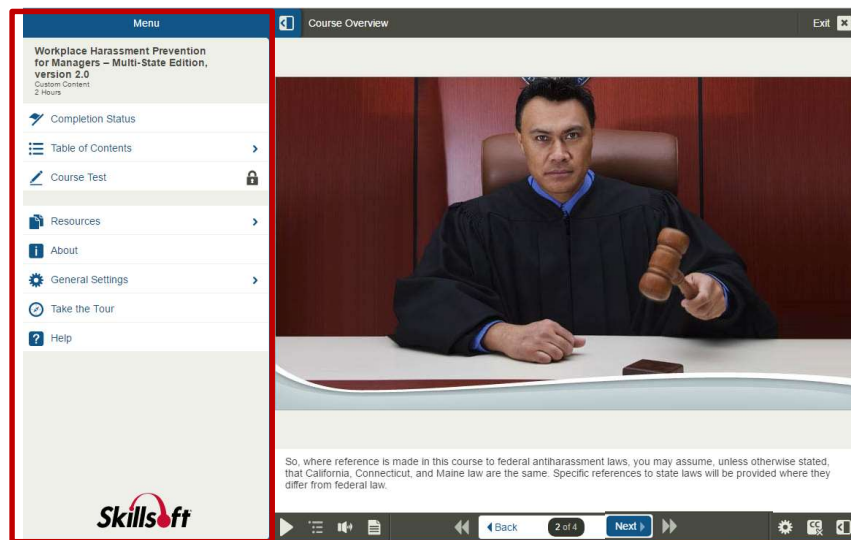
BAKER & MCKENZIE



- 6) The course should automatically start. If it does not, select the **Play** button to start course. For technical support, please contact **1-866-754-5435** or email <http://support.skillport.com/livehelp/passthrough.asp>.



- 7) Click through each slide in the lesson by using the **Next** button. Familiarize yourself with the other icons and menu bar to maximize your experience.



Play/Replay

Turn
Audio Off

Transcripts

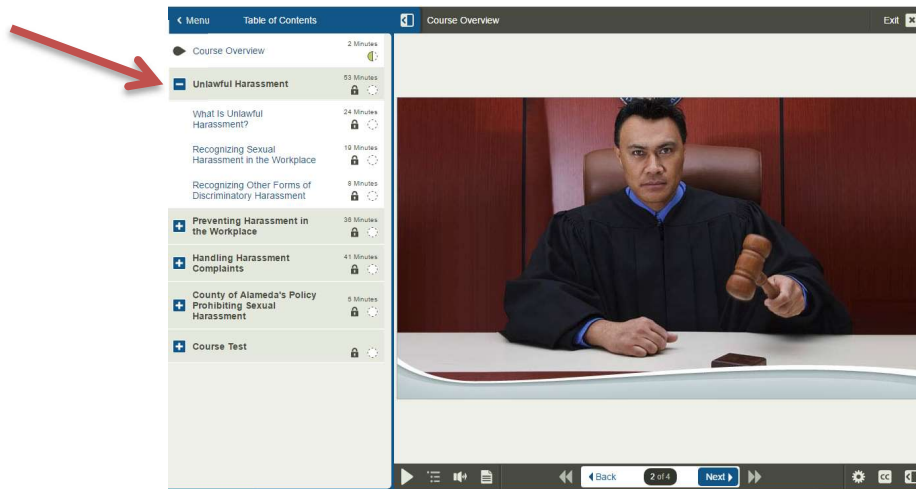
Caption
Text Size

Closed
Captions

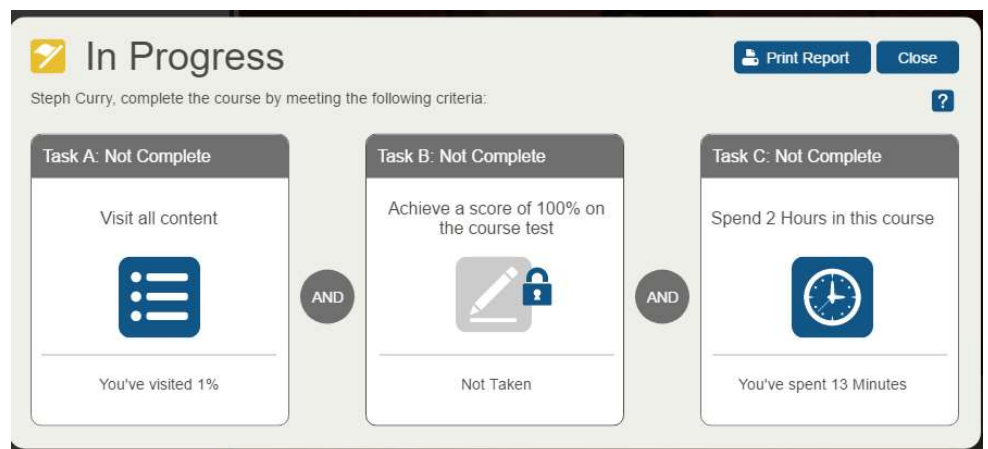
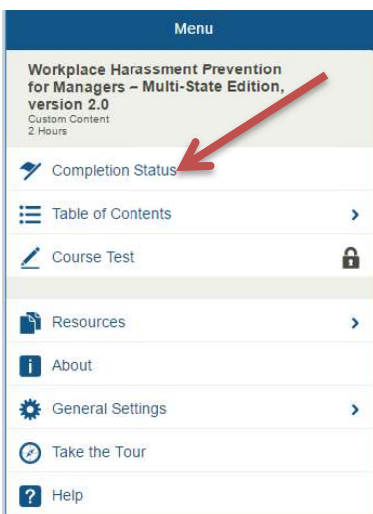
Open
Menu



- 8) You can track your progress by selecting the **Table of Contents** link on the menu bar. A green circle indicates the completion of a section, the half green and half white circle indicates that you have started a section, and the white circle indicates you have not started a section. You can expand a section by selecting the + icon. Select the play button or select the link to the titles of the lessons that you need to complete.

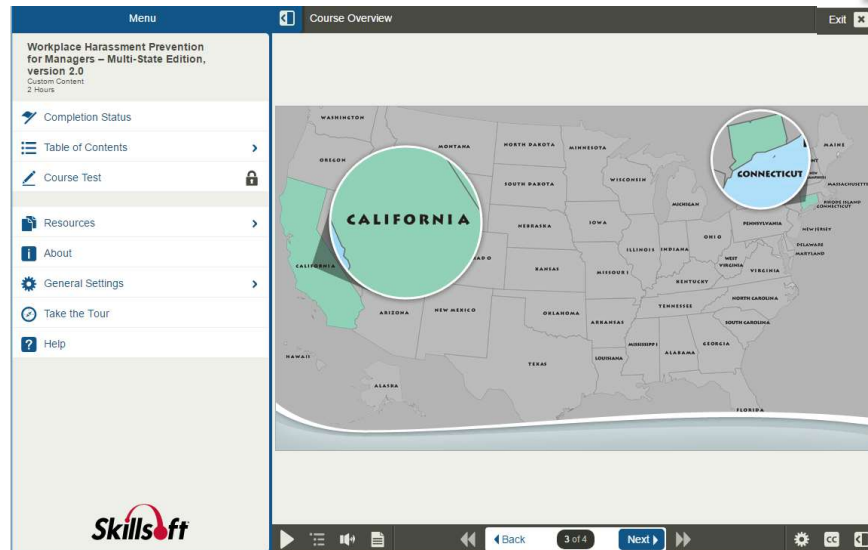


- 9) You can check your completion status anytime by selecting the **Completion Status** link. The course is complete when the all the circles are entirely green indicating you have viewed each slide, spent a minimum of 120 minutes in the course, and have scored 100% on all tests.

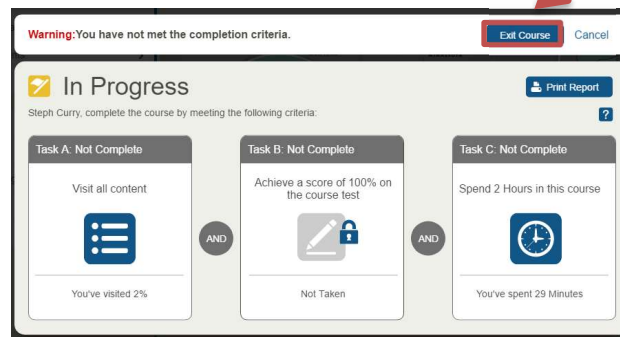




10) To exit the course, select the **Exit Course** button.



Your completion status will appear and you must select the **Exit Course** button to completely exit from the course.



The course test will become available when you view all of the slides within the course. You have the option to print a **Completion Status Report** for your records. We encourage you not to print a copy but save an electronic copy instead. A record of completion will be added to your training transcript within 30 day. Please fill out the course evaluation to provide us with your feedback of the course content and your experience (access and navigation).

The website will return you to ALCOLearn's main webpage where you can view other online resources or Log Out.

For technical issues, please contact
<http://support.skillport.com/livehelp/passthrough.asp> or 1-866-754-5435.