



ALAMEDA COUNTY TRAINING & EDUCATION CENTER

WORKPLACE HARASSMENT PREVENTION ONLINE COURSE FOR ALL EMPLOYEES QUICK-GUIDE

CALIFORNIA STATE LAW (SB 1343) NOW REQUIRES ALL EMPLOYEES TO COMPLETE A *WORKPLACE HARASSMENT PREVENTION ONLINE COURSE* FOR MANAGERS AND NON-MANAGERS TRAINING EVERY TWO YEARS. USE THIS QUICKSTART GUIDE TO GET STARTED WITH YOUR MANDATED TRAINING.

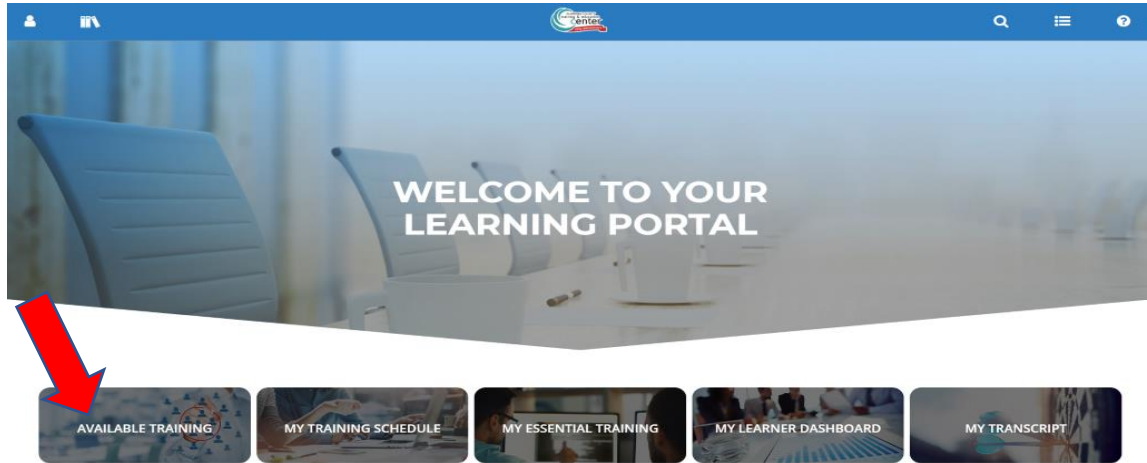
LOGIN

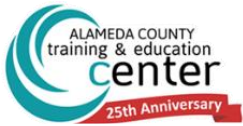
NAVIGATE

TYPE [HTTPS://ALAMEDA.SUMTOTAL.HOST/CORE/DASH/HOME](https://alameda.sumtotal.host/core/dash/home) IN YOUR BROWSER TO GET STARTED.

Enter User Information:
Username: County work email address
Default Password: Employee ID Number
If you forget your password, click the *Forgot your password?* link on the login page.

NAVIGATE BY SELECTING **AVAILABLE TRAININGS**





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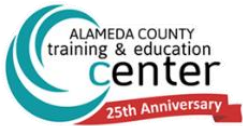
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SEARCH COURSE

START COURSE

SEARCH COURSE WITH EXACT COURSE TITLE IN THE SEARCH BOX.

Managers & Supervisors type **Workplace Harassment Prevention for Managers**
Non-Managers type **Workplace Harassment Prevention for Employees, State of California**



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START
COURSE

SELECT START IF COURSE DOESN'T BEGIN IMMEDIATELY

⚠ Online activity is in progress. Do not close this page. You will be automatically redirected on completion.

WORKPLACE HARASSMENT PREVENTION FOR EMPLOYEES, STATE OF CALIFORNIA



We have attempted to launch your course in a new window, but a popup blocker is preventing from opening it. Please click the below button to relaunch the course.

START



SELECT START COURSE TO LAUNCH

Workplace Harassment Prevention for Employees, State of California

Course Number zacted_01_a42_lcc_enus

Enable Web Accessibility (Internet Explorer browsers only)
[What is Web Accessibility?](#)

Start Course





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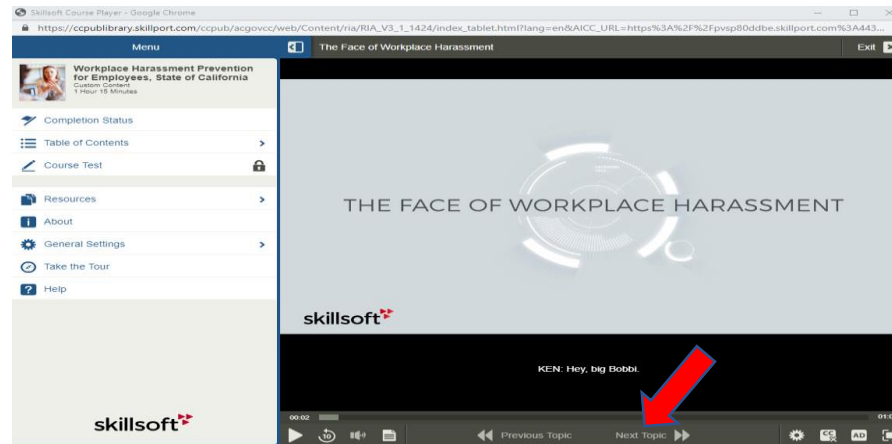
ACKNOWLEDGE YOUR IDENTITY

ACKNOWLEDGE BY SELECTING AGREE TO BEGIN THE ONLINE COURSE.



NAVIGATE YOUR ONLINE COURSE

NAVIGATE THE MENU OPTIONS TO MAXIMIZE YOUR LEARNING EXPERIENCE. CLICK THROUGH TOPICS IN THE LESSON BY SELECTING **NEXT TOPIC**. YOU CAN COMPLETE THE COURSE IN MULTIPLE SESSIONS. THE COURSE WILL BOOKMARK YOUR PROGRESS AND RESUME FROM THE LAST TOPIC AREA OF COMPLETION.



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NAVIGATING

A screenshot of a video player control bar. At the top, there are icons for play, 10-second rewind, volume, and a document icon. Below these are buttons for 'Previous Topic' and 'Next Topic'. To the right are icons for settings, closed captions (CC), advertisements (AD), and a full screen icon. Below the control bar, eight buttons are shown in a row: 'Play Button', 'Backwards 10 Seconds', 'Volume', 'Topic Transcript Course Transcript', 'Playback Speed Caption Text Size', 'Closed Caption', 'Auto Advance', and 'Full Screen'. Colored arrows point from the control bar icons to these buttons: a blue arrow from the play icon to the Play Button; a green arrow from the 10-second rewind icon to Backwards 10 Seconds; a purple arrow from the volume icon to Volume; an orange arrow from the document icon to Topic Transcript Course Transcript; a cyan arrow from the settings icon to Playback Speed Caption Text Size; a purple arrow from the CC icon to Closed Caption; a green arrow from the AD icon to Auto Advance; and an orange arrow from the full screen icon to Full Screen.

TRACK PROGRESS

Two screenshots from the course interface. The left screenshot shows a 'Menu' with a header 'Workplace Harassment Prevention for Employees, State of California' and a duration of '1 Hour 15 Minutes'. Below the header are links for 'Completion Status', 'Table of Contents', 'Course Test', 'Resources', and 'About'. A red arrow points to the 'Table of Contents' link. The right screenshot shows a 'Table of Contents' screen with a list of lessons and their durations. Each lesson has a progress indicator: a green circle for 'Workplace Harassment Prevention' (1 Hour 15 Minutes), a half-green circle for 'The Face of Workplace Harassment' (1 Minute), a half-white circle for 'Your Role: Avoiding Harassing Behavior' (1 Minute), a white circle for 'Harmless Joke or Unlawful Harassment?' (9 Minutes), and a white circle for 'Harassment Prevention Policies' (4 Minutes). A red arrow points to the green circle for the main course. A pink callout box on the right says 'Remember to scroll down to ensure you have completed all lessons.'

TRACK YOUR PROGRESS BY SELECTING THE TABLE OF CONTENTS LINK. 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.

WHEN ALL CIRCLES ARE ENTIRELY MARKED GREEN, YOU HAVE **COMPLETED THE COURSE**. INDICATING YOU'VE VISITED ALL REQUIRED CONTENT, SPENT THE MINIMUM TIME REQUIREMENT, AND HAVE SCORED 100% ON ALL TESTS. YOU CAN CHECK YOUR COMPLETIONS STATUS BY SELECTING THE COMPLETION STATUS BUTTON.



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COMPLETING THE COURSE



- 1) You can **Print a Report** for your records. We encourage you to Print to PDF. Select the **Exit Course** button.



CONGRATULATIONS, YOU HAVE OFFICIALLY COMPLETED THE COURSE!

For technical issues, please contact

<http://support.skillport.com/livehelp/passthrough.asp> or 1-866-754-5435.

TRACK YOUR COMPLETION