



## INSTRUCTIONS ON HOW TO ACCESS AND ENSURE COMPLETION OF THE WORKPLACE HARASSMENT PREVENTION ONLINE COURSES

California State law (SB 1343) now requires all employees to complete a Preventing and Responding to Sexual Harassment and Abusive Conduct training every two years.

To meet this State mandate, the following online courses are available:

- For non-supervisory personnel: [Workplace Harassment Prevention for Employees, State of California](#)
- For current managers, supervisors, and lead personnel\*: [Workplace Harassment Prevention for Managers – Multi-State Edition, Version 3.0](#)

*\*Over six months of hire or promotion within a lead, supervisor, or manager role.*

### Courses have three criteria for completion:

- Viewing all course content
- Scoring 100% on all course tests
- Spending the minimum minutes required for the course

### Instructions for Launching Online Course through SumTotal

These instructions are intended for a new user accessing either course and contains step-by step details. To promote sustainability, please consider viewing this job aid electronically and print only if necessary.

- 1) Click on the title of the course you are intending to take:  
[Workplace Harassment Prevention for Employees, State of California](#)  
[Workplace Harassment Prevention for Managers - Multi-State Edition, Version 3.0](#)
- 2) Next, you will be prompted to log in. If this is your first time accessing the site, please select **“MANUAL LOGIN”**

The site you are trying to access requires you to sign in.  
Select your provider to login.

MANUAL LOGIN

NETWORK ID LOGIN

Remember my selection

- 3) If you are a PERMANENT COUNTY EMPLOYEE, you will sign in using your full county email address as your username and your employee ID number as your password.

### SIGN IN

PLEASE ENTER YOUR USERNAME  
AND PASSWORD.

Jonathan.Rodriguez@acgov.org

.....

SIGN IN

If you are a TAP EMPLOYEE, you will use your employee ID number as both your username and password.

### SIGN IN

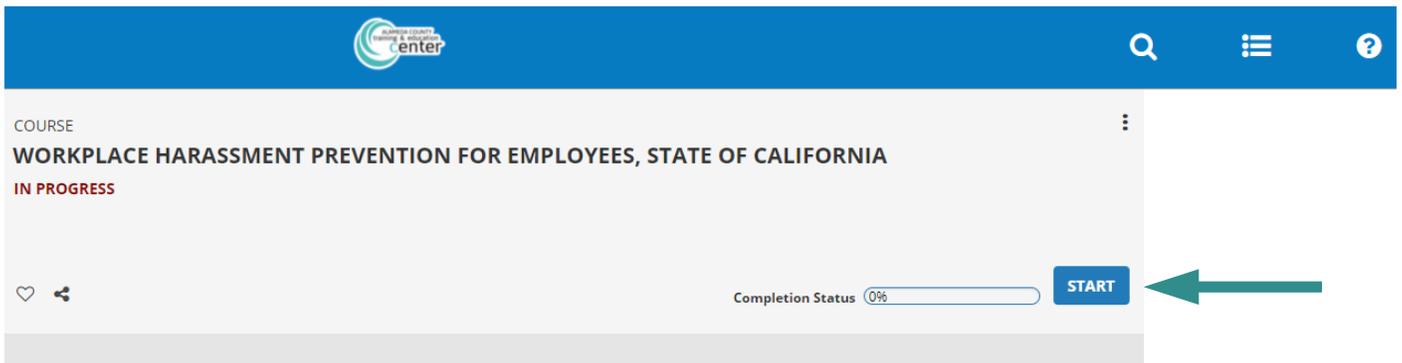
PLEASE ENTER YOUR USERNAME  
AND PASSWORD.

123456

.....

SIGN IN

- 4) Once you are successfully logged in, you will press “**START**” to open the course.



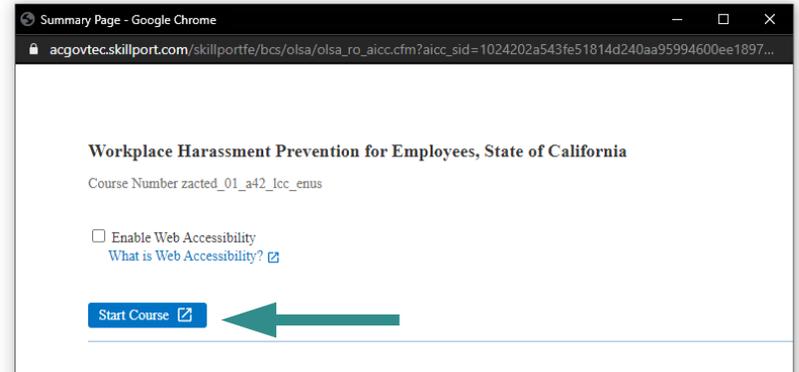
The screenshot shows a user interface for a course. At the top is a blue header with the logo for the 'Administration Training & Support Center' on the left, and search, menu, and help icons on the right. Below the header, the course title is 'WORKPLACE HARASSMENT PREVENTION FOR EMPLOYEES, STATE OF CALIFORNIA' with 'IN PROGRESS' in red text below it. At the bottom of the course card, there is a 'Completion Status' section with a progress bar at 0% and a blue 'START' button. A green arrow points to the 'START' button.

- 5) The course will open in a new window. Click **“Start Course”** to start.  
*If web you require web accessibility, this is where you will enable it by clicking **“Enable Web Accessibility.”***



 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



- 6) Once you click start course, the course will prompt you to accept the conditions of self-monitored training. You will select **“Agree”** to continue.

### Conditions of Self-Monitored Training for

#### Jonathan Rodriguez

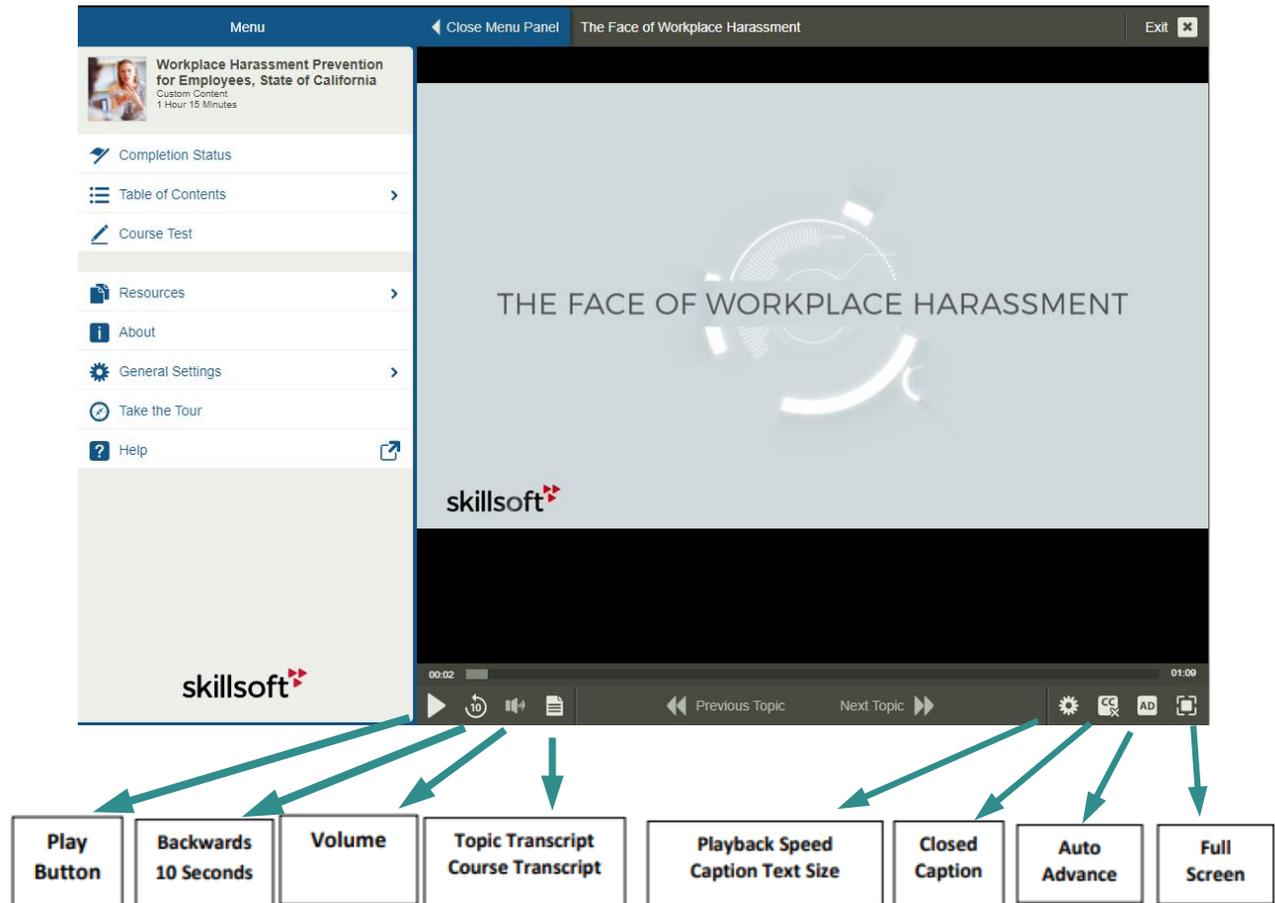
This training is intended to benefit you, the learner, by delivering the necessary skills and knowledge to enhance your performance in today's dynamic workplace. Therefore, all responses to test questions should be provided by you. This is not an open book exam. If you do not achieve the minimum required score on the final test, you may revisit the course content and retake the final test as needed.

Do you agree to the following?

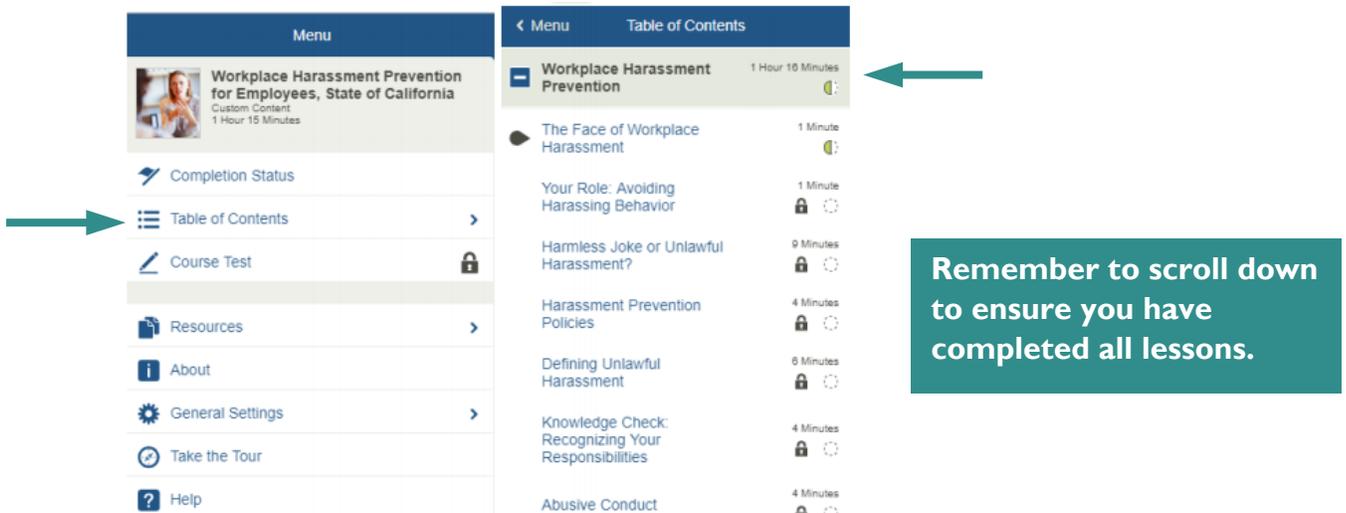
- All responses to test questions will be provided solely by me.
- I will neither seek nor receive any assistance, written or oral, for my responses. (Users of assistive technologies and others may seek assistance in how to submit their answers.)
- I acknowledge that I am the person listed on this page.



- 7) Familiarize yourself with the menu options located on the left pane and the other icons below to maximize your experience. Click through topic in the lesson by using the Next Topic button. You can complete the course in multiple sessions. The course will bookmark your progress and resume from the last topic area of completion.



- 8) You can 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.



- 9) The course is complete when all the circles are entirely green indicating you've visited all content (by viewing each slide), spent the minimum time requirement, and have scored 100% on all tests. You can check your completions status by selecting the **"Completion Status"** button.
- 10)

The screenshot shows a user interface titled "In Progress" for a course. At the top right, there are two buttons: "Print Report" and "Close". Below the title, it says "Jonathan Rodriguez, complete the course by meeting the following criteria:" followed by a help icon. The interface is divided into two task panels connected by a central "AND" button. The left panel, "Task A: Not Complete", has the instruction "Visit all content" and a blue "View Course Content" button. Below it, it shows "You've visited 0%". The right panel, "Task B: Completed", has the instruction "Spend 1 Minutes in this course" and a greyed-out "View Course Content" button. Below it, it shows "You've spent 8 Minutes".

- 11) You can print a report for your records, by clicking **"Print Report"** in the completion status tab. We encourage you to Print to PDF. Once you are done, select **"Exit Course."**

## **CONGRATULATIONS, YOU HAVE OFFICIALLY COMPLETED THE COURSE!**

The site should now return you to the course overview. If you would like to sign out, you can do so by clicking on the Self icon at the top left of the screen.

### **For technical support:**

Call the Training & Education Center at (510) 395-0171 or email us at [ACLearningCenter@acgov.org](mailto:ACLearningCenter@acgov.org).