



2023 Instructions How to Access and Ensure Completion of the County of Alameda Workplace Harassment Prevention Online Course

- California law (Government Code § 12950.1) requires all employees to complete a Preventing and Responding to Sexual Harassment and Abusive Conduct training every two (2) years.
- To meet this State mandate, you were assigned the required Harassment Prevention for California Employees **or** Supervisors Course (depending on your job specification).
- The step-by-step instructions detailed below will guide all County of Alameda (“County”) employees/supervisors to access and complete the required course.

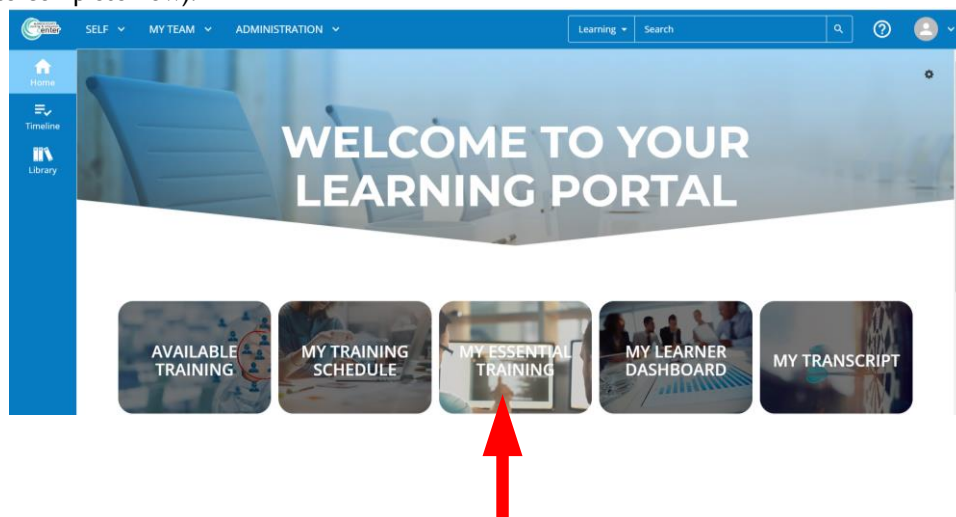
To promote sustainability, please consider viewing this job-aid electronically and print, only if necessary.

The Course has three (3) criteria for completion:

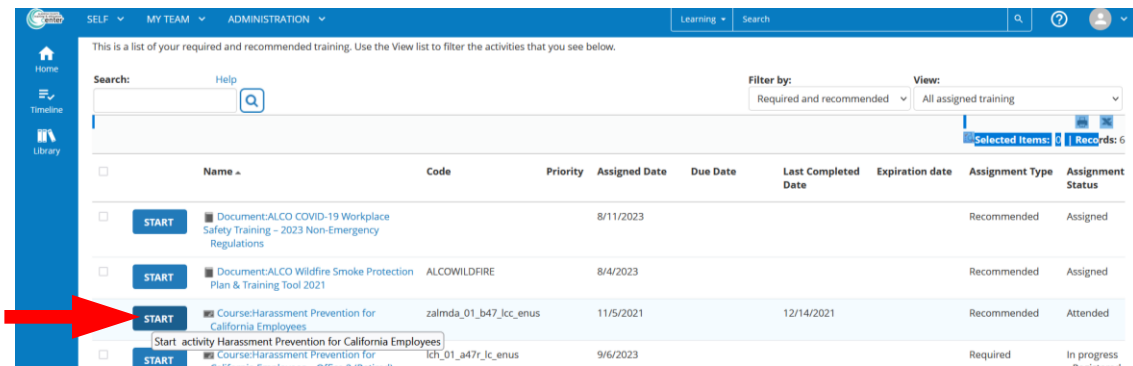
1. View all course content.
2. Score 100% on all course test questions.
3. Spend the minimum minutes required for the course.

1. To access and launch this course **Login to SUMTOTAL** by **Clicking the following link: LEARNING MANAGEMENT SYSTEM (LMS)** or cut and paste the following into a browser: <https://alameda.sumtotal.host/core/>

2. After logging in, from the Home Page **SELECT “MY ESSENTIAL TRAINING”** to find the assigned course. (This course is not available for self-registration. You will find the course listed under your Training Record as an assigned required course, available for you to complete now).



- 3 After selecting “MY ESSENTIAL TRAINING” you will see the required online course assigned to you. **SELECT “START”** TO BEGIN THIS TRAINING.



- 4 IF your pop-up blocker is on, the LMS will prompt you to **SELECT “START” AGAIN**.

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

Harassment Prevention for California Employees



We have attempted to launch the activity, but a popup blocker is preventing us from opening it. Please click the below button to relaunch the activity.

START

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

Harassment Prevention for California Employees

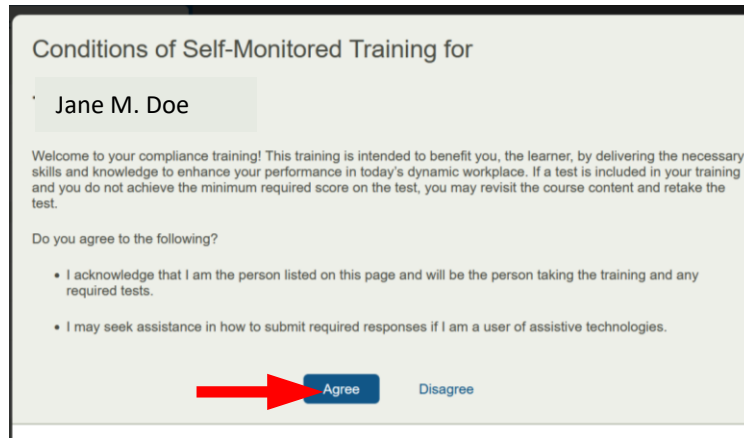
Course Number zalmda_01_b47_lcc_enus

Enable Web Accessibility (Chrome and Edge browsers only)

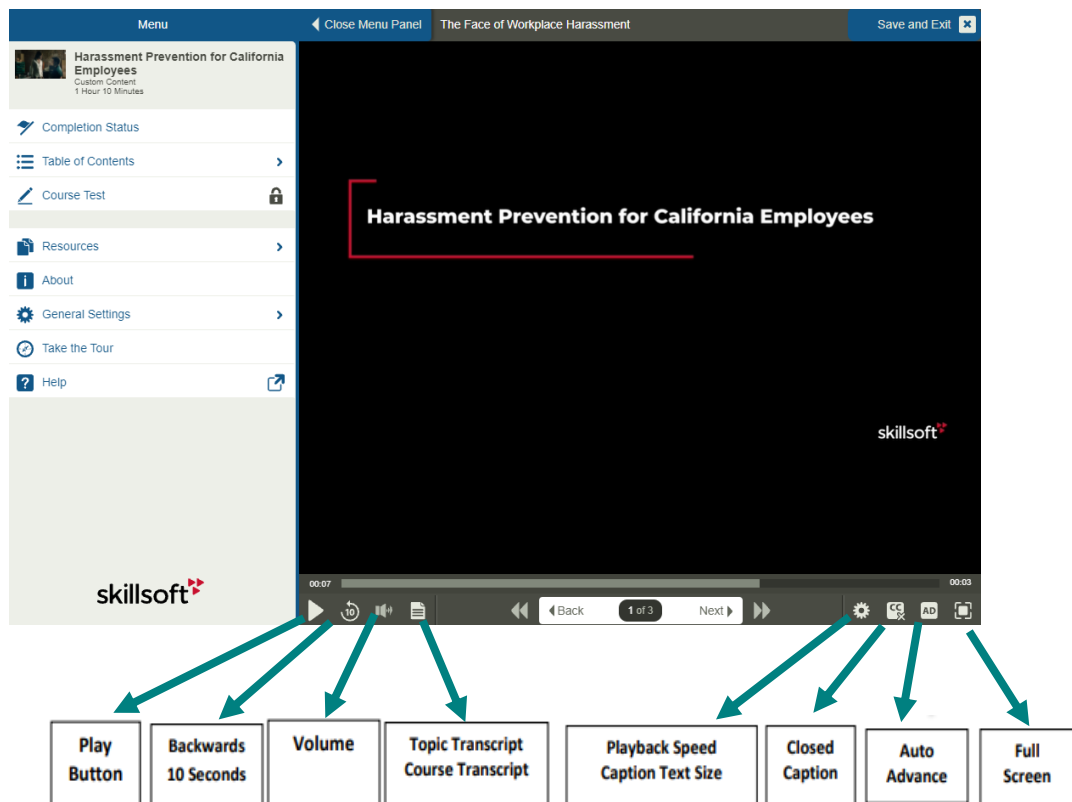
[What is Web Accessibility?](#)

Start Course

- 6 After clicking start course, the course will prompt you to accept the conditions of self-monitored training. **SELECT “Agree”** to continue.



- 7 **Familiarize yourself with the menu options** located on the left panel and the other icons below to maximize your experience. Click through topics 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 full 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.

- 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.

- 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 questions about the content of the training, please contact your Department HR Representative. For technical support, please contact the Training & Education Center at ACLearningCenter@acgov.org or (510) 272-6467