



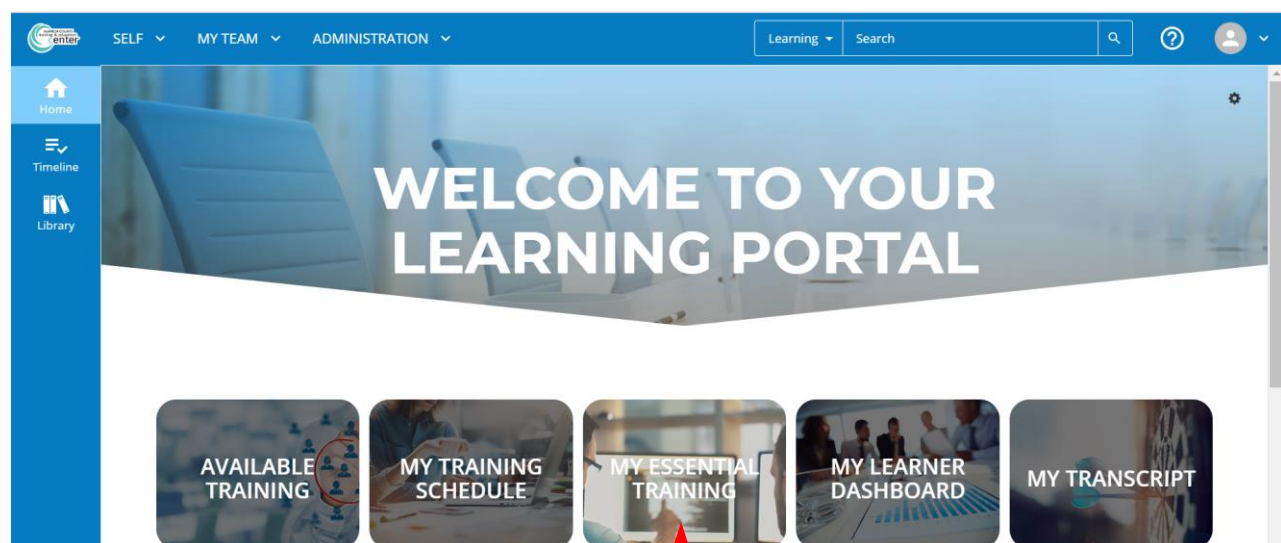
2025 Instructions How to Access and Ensure Completion of the County of Alameda Harassment Prevention Online Course

- 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** Managers Course (depending on your job specification).
- The step-by-step instructions detailed below will guide all County of Alameda (“County”) employees/managers 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 \(LMS\)](https://alameda.sumtotal.host/core/)** 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 Analysis page 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. We recommend you sort by Assigned Date if you have a long list. **SELECT “START”** TO BEGIN THIS TRAINING.

TRAINING ANALYSIS

This is a list of your required and recommended training. Use the View list to filter the activities that you see below.

Search: [Help](#)

Filter by: Required and recommended View: All assigned training

Task: Add to development plan

Selected Items: 0 | Records: 9

<input type="checkbox"/>	Name	Code	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
<input type="checkbox"/>	Course:Harassment Prevention for California Managers - 2025		Mandatory	8/6/2025			Required	Assigned
<input type="checkbox"/>	Course:Harassment Prevention for California Employees - 2025		Mandatory	8/6/2025			Required	In progress - Registered

- 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 – 2025



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.

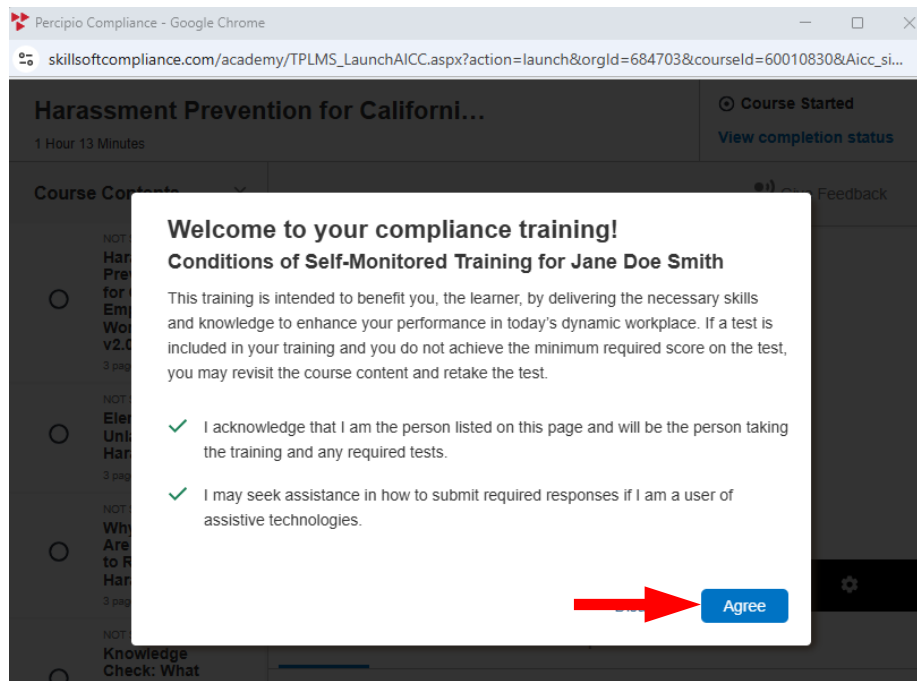
START

- 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.”

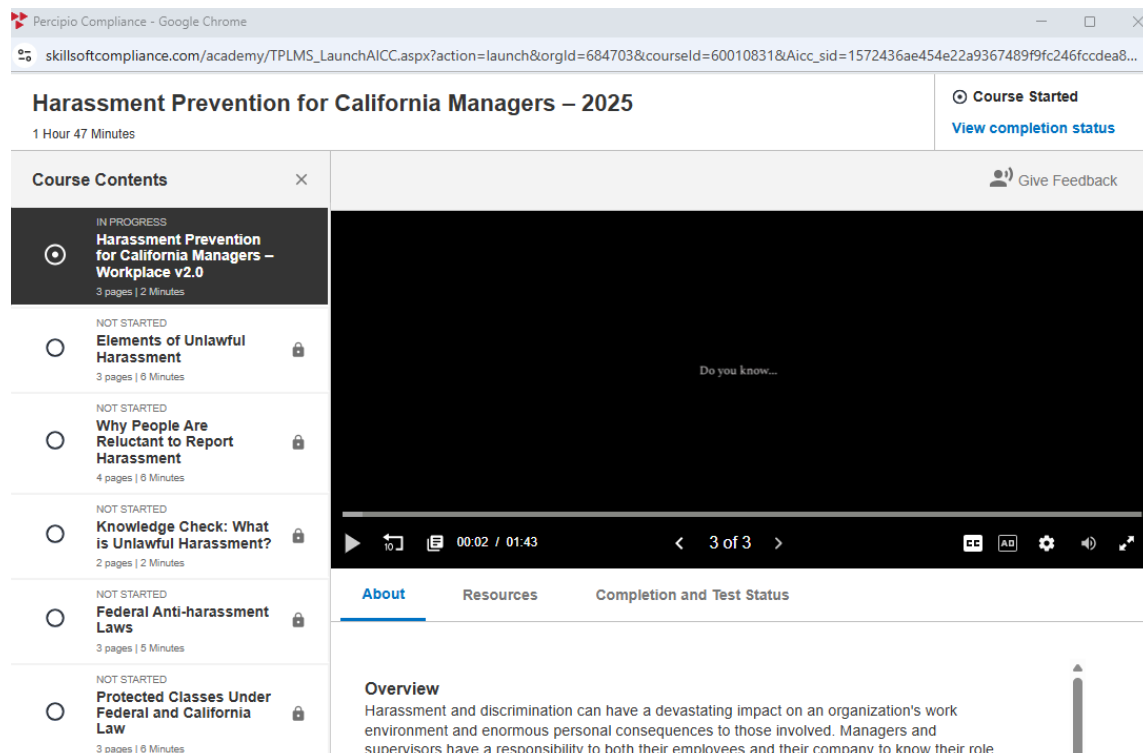
☐ Enable Web Accessibility (Chrome and Edge browsers only)
[What is Web Accessibility?](#)

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 progress menu on the left and the icons below the video to maximize your experience. You can complete the course in multiple sessions. The course will bookmark your progress and resume from the last topic area of completion.



- 8 The course is complete when all the circles have check marks next to them indicating you’ve visited all content (by viewing each video and taking each quiz), spent the minimum time requirement, and have scored 100% on the final test.

Harassment Prevention for California Employees – 2025

1 Hour 13 Minutes

Retake Test

Course Completed

View completion status

Course Contents

COMPLETED

Harassment Prevention for California Employees – Workplace v2.0

3 pages | 2 Minutes

COMPLETED

Elements of Unlawful Harassment

3 pages | 6 Minutes

COMPLETED

Why People Are Reluctant to Report Harassment

3 pages | 5 Minutes

COMPLETED

Knowledge Check: What is Unlawful Harassment?

2 pages | 2 Minutes

COMPLETED

Federal Anti-harassment Laws

3 pages | 5 Minutes

COMPLETED

Protected Classes Under Federal and California Law

3 pages | 6 Minutes

Great job!

You passed this test and completed the course.

You scored

100%

Minimum Score Needed: 100%

Retake Test

Course Completed

How to complete?

Achieve a score of 100% on the course test and answer all questions

You scored 100% on this test

Spend 60 Minutes in this course

- 9 Once you are done, you can exit the course by clicking on the “X” in the top right corner. This will take you to the **LEARNING ACTIVITY PROGRESS DETAILS** page, where you can view your completion status in SumTotal.

GENERAL

Content type: AICC HACP	First launch date: Wednesday, August 6, 2025 10:38:58 AM PDT
Total score: 100%	Grade: Completed
Completion date: Wednesday, August 6, 2025 3:43:09 PM PDT	Elapsed time: Hour(s): 1, Minute(s): 46, Second(s): 27
Status: Completed	

LESSON

Name	Total score	Status
ALCO Harassment Prevention for California Employees - 2025	100	Completed

OK

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 right 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