



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

California State laws (SB 1343 and AB 1825) now require 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: [Harassment Prevention for California Employees](#)
- For current managers, supervisors, and lead personnel*: [Harassment Prevention for California Managers](#)

**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) Go to <https://alameda.sumtotal.host/core/>
- 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.

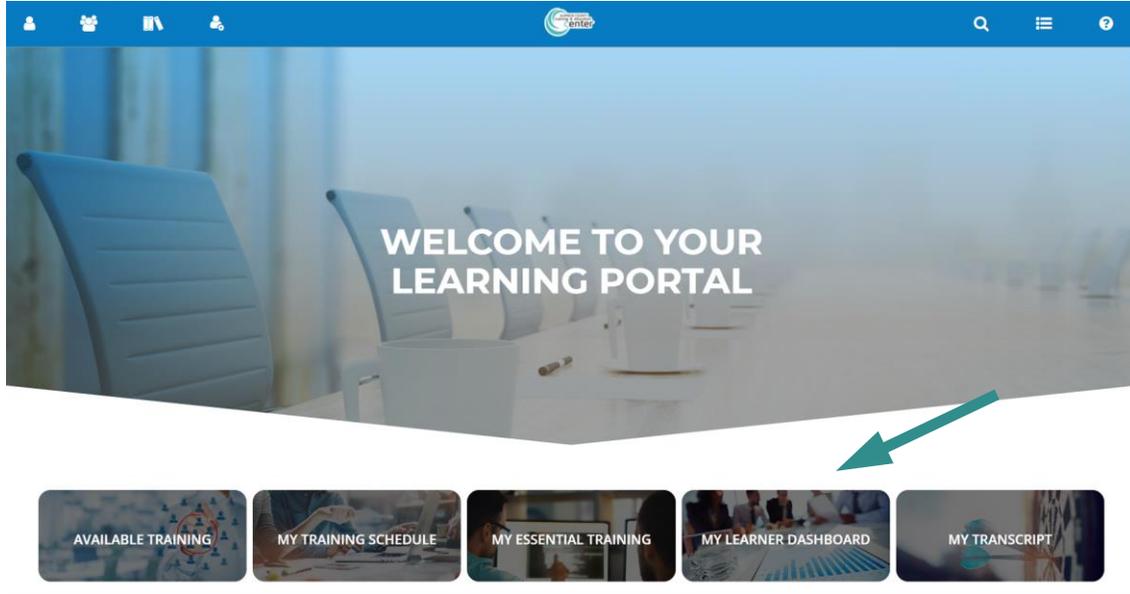
MANUAL LOGIN



NETWORK ID LOGIN

Remember my selection

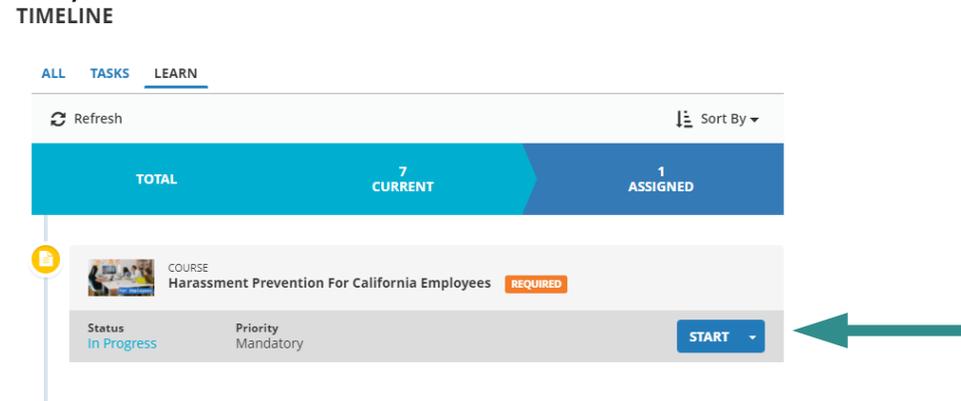
3) After logging in, click on “MY LEARNER DASHBOARD”



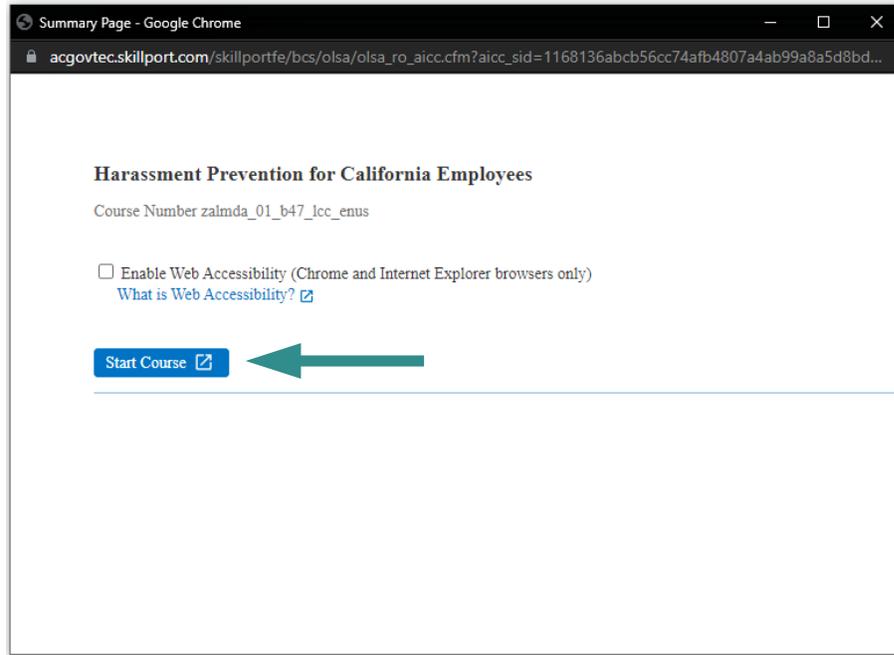
4) Then, click on “ASSIGNED ACTIVITY”



5) Finally, click on “START” to start the course.



- 6) 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.”***



- 7) 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.

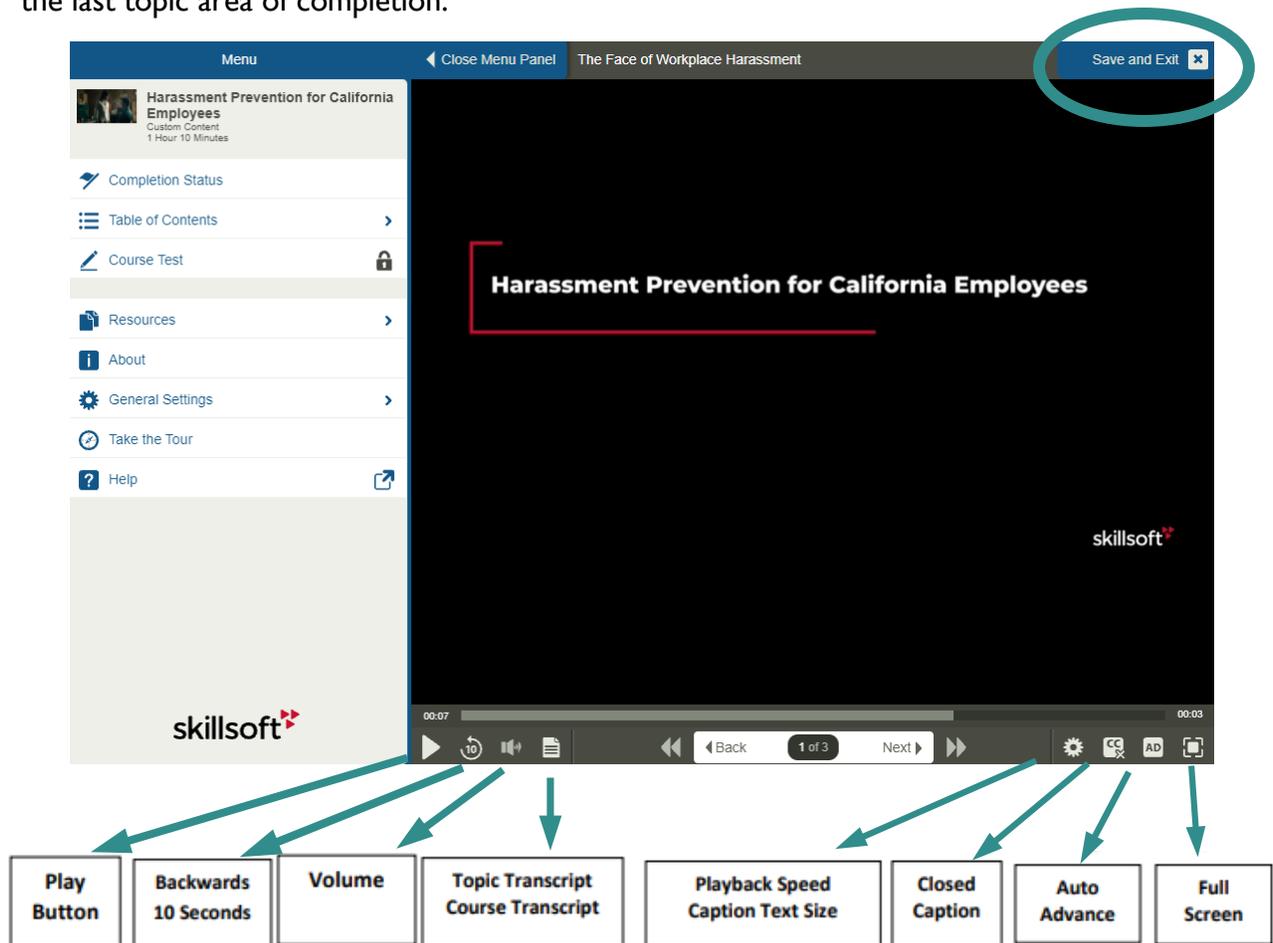
Do you agree to the following?

- 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.

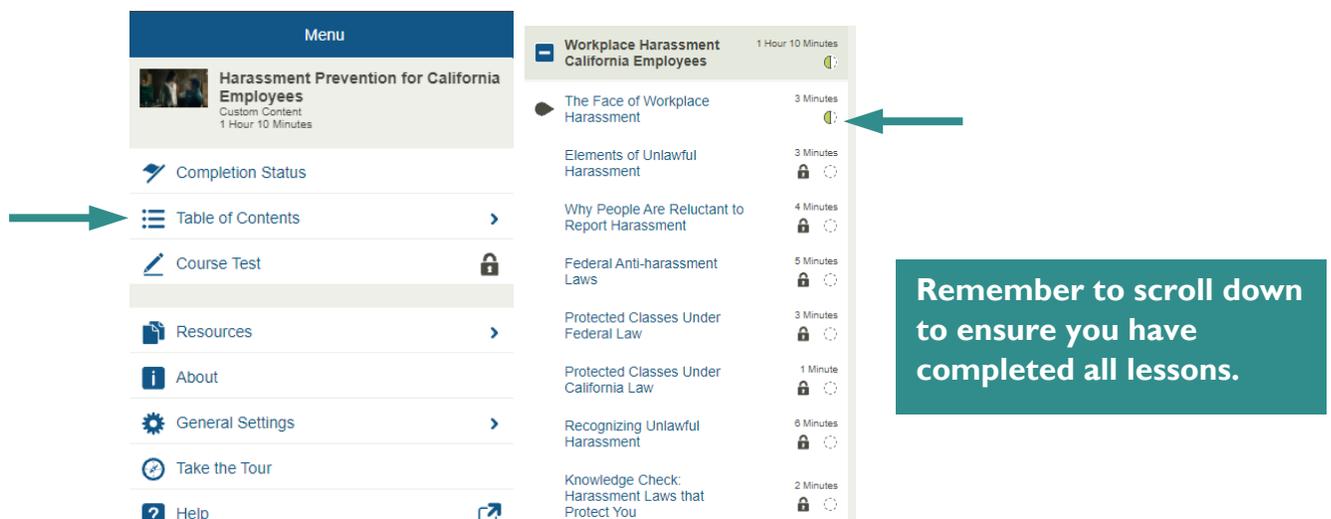
[↗](#) **Agree** Disagree



- 8) 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.



- 9) 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.



10) 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.

11)

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 cards connected by a central "AND" circle. The first card, "Task A: Not Complete", has the instruction "Visit all content" and a blue button labeled "View Course Content". Below this, it shows "You've visited 0%". The second card, "Task B: Completed", has the instruction "Spend 1 Minutes in this course" and a grey button labeled "View Course Content". Below this, it shows "You've spent 8 Minutes".

12) 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) 272-6467 or email us at ACLearningCenter@acgov.org.

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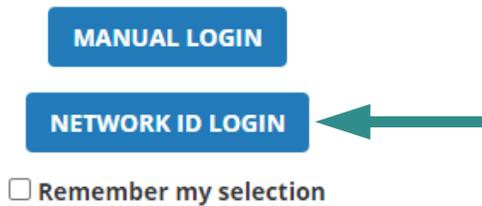
An alternative method for accessing the assigned course is displayed here:

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:
[Harassment Prevention for California Employees](#)
[Harassment Prevention for California Managers](#)
- 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.
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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

[Forgot your password?](#)

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.

SIGN IN

[Forgot your password?](#)

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

The screenshot shows a course interface. On the left is a video player with a play button icon and a duration of 1h 10m. The course title is "HARASSMENT PREVENTION FOR CALIFORNIA EMPLOYEES". Below the title are five stars, a heart icon, and a share icon. To the right, the completion status is shown as 0% with a progress bar. A blue "START" button is located at the bottom right, with a green arrow pointing to it. At the bottom, there are tabs for "DETAILS" and "ACTIVITIES".

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