ALAMEDA COUNTY
training & education
center

**INSTRUCTIONS ON HOW TO ACCESS AND ENSURE COMPLETION OF
ALCO WILDFIRE SMOKE PROTECTION PLAN & TRAINING TOOL 2021**

To meet this State mandate, the following online course is now available:

⸺ For all personnel: ALCO Wildfire Smoke Protection Plan & Training Tool 2021

Courses have two criteria for completion:

⸺ Viewing all course content
⸺ Answering one follow up question on the course.

Instructions for Launching Online Course through SumTotal

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

⸺ Click on the course title: ALCO Wildfire Smoke Protection Plan & Training Tool 2021

1) 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

2) 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

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SIGN IN

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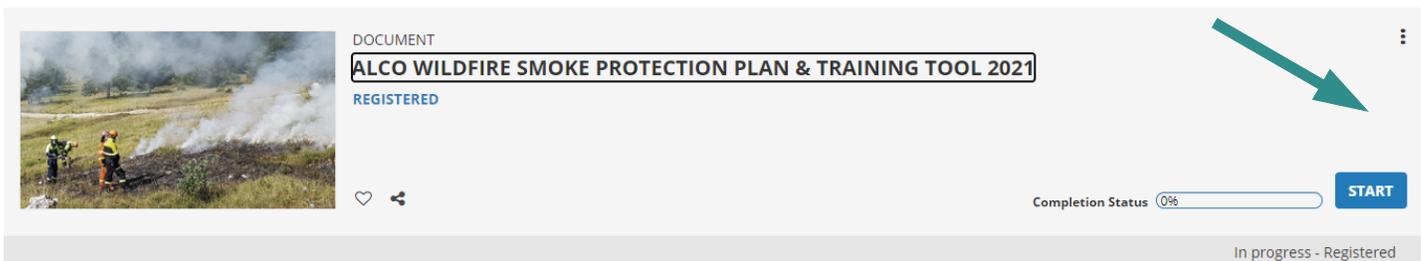
SIGN IN

PLEASE ENTER YOUR USERNAME AND PASSWORD.

123456

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SIGN IN

3) Once you are successfully logged in, open your time line or assigned activities to see the course, you will then press "**START**" to open the course.
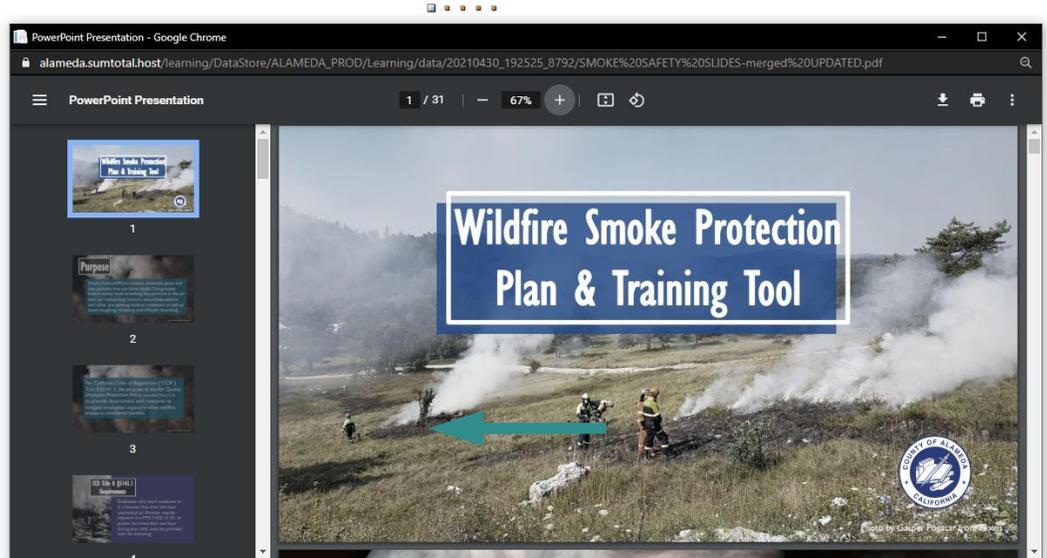
DOCUMENT
ALCO WILDFIRE SMOKE PROTECTION PLAN & TRAINING TOOL 2021
REGISTERED
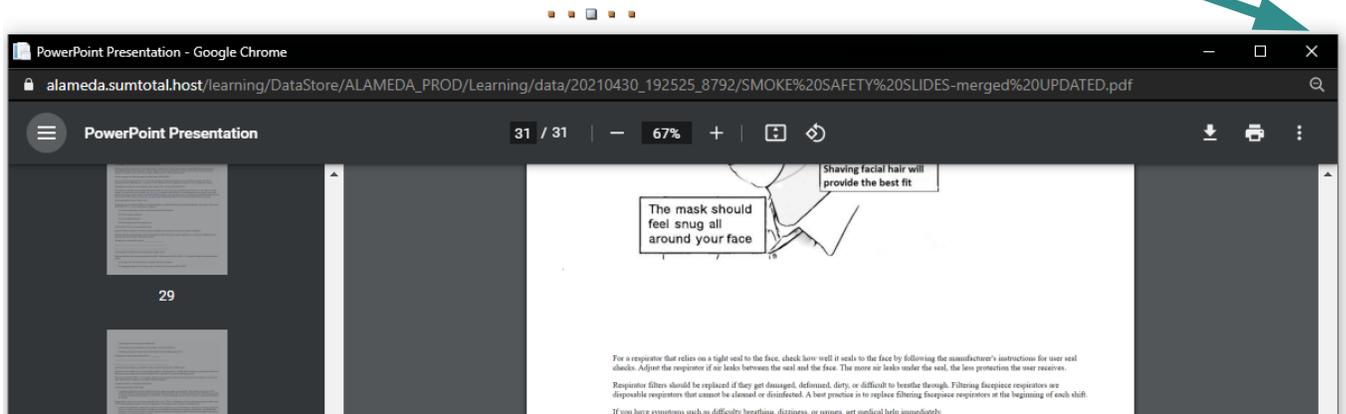
♡ ⤴

Completion Status 0%   **START**

In progress - Registered

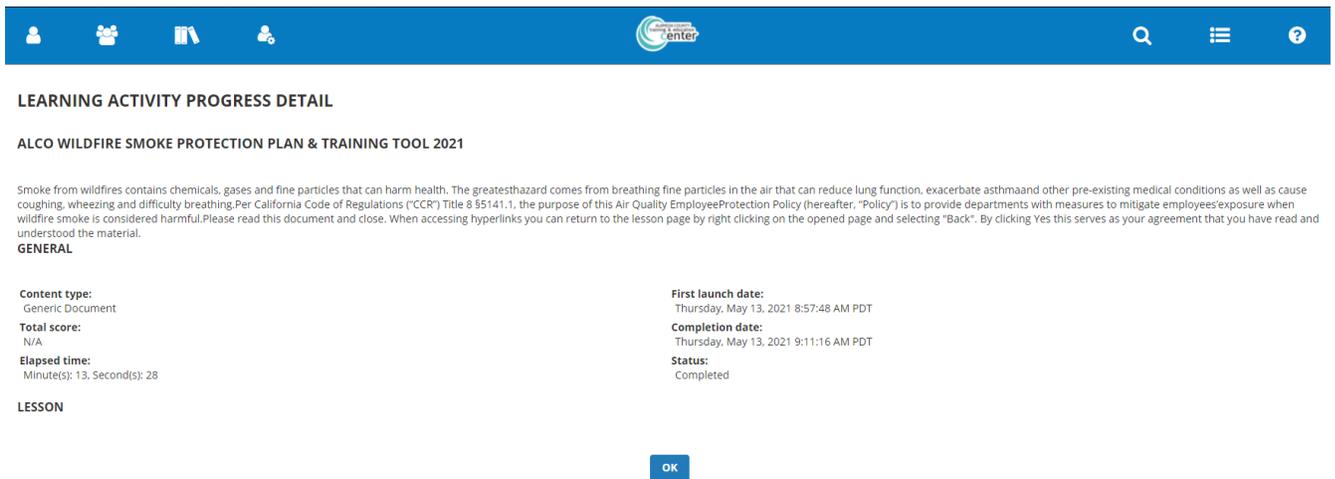4) The course will open in a new window. Go through each of the slides in the presentation to complete the course.

5) When you get to the end of the slides you can close the course by clicking on the "**X**."

6) After closing the slides you will select "**YES**" to complete the training.

ALCO WILDFIRE SMOKE PROTECTION PLAN & TRAINING TOOL 2021

Have you completed this activity?

NO   YES
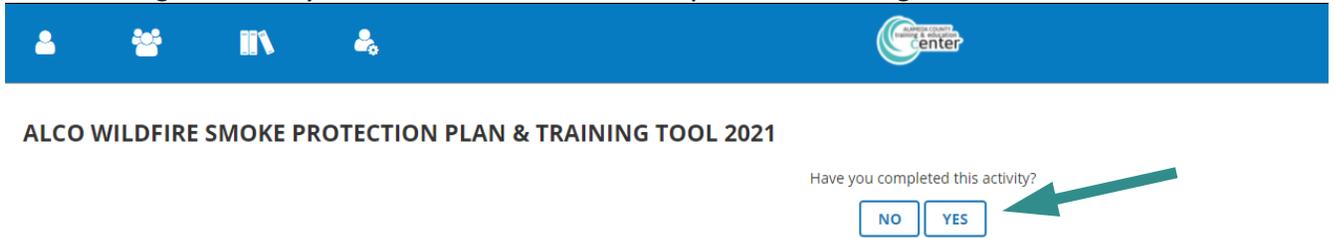
7) You have now successfully completed the course. A completion notification will be sent to your email within the next few minutes.

LEARNING ACTIVITY PROGRESS DETAIL

ALCO WILDFIRE SMOKE PROTECTION PLAN & TRAINING TOOL 2021

Smoke from wildfires contains chemicals, gases and fine particles that can harm health. The greatest hazard comes from breathing fine particles in the air that can reduce lung function, exacerbate asthma and other pre-existing medical conditions as well as cause coughing, wheezing and difficulty breathing. Per California Code of Regulations ("CCR") Title 8 §5141.1, the purpose of this Air Quality Employee Protection Policy (hereafter, "Policy") is to provide departments with measures to mitigate employees' exposure when wildfire smoke is considered harmful. Please read this document and close. When accessing hyperlinks you can return to the lesson page by right clicking on the opened page and selecting "Back". By clicking Yes this serves as your agreement that you have read and understood the material.

GENERAL

Content type:
Generic Document

Total score:
N/A

Elapsed time:
Minute(s): 13, Second(s): 28

LESSON

First launch date:
Thursday, May 13, 2021 8:57:48 AM PDT

Completion date:
Thursday, May 13, 2021 9:11:16 AM PDT

Status:
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 left of the screen.

For technical support:
Call the Training & Education Center at (510) 272-6467 or email us at ACLearningCenter@acgov.org.