ONLINE TRAINING COURSE

Preventing Workplace Harassment and Discrimination

OVERVIEW

Your personal profile has been uploaded to the online course "Preventing Workplace Harassment and Discrimination: California Supervisors' 5th Edition." The Leadership and Organizational Development Office contracted with an outside vendor to bring you this online training course to meet the demand for training of employees in Discrimination/Harassment Prevention.

The course that you are about to begin will take you a minimum of two hours. The online course provides you the ability to complete the two hour training incrementally. You may bookmark your progress by exiting the course; then, you may return at your convenience. Once you have successfully completed the course your Discrimination/Harassment qualification will be extended and your COMPASS training history will be updated.

BEFORE YOU BEGIN

- Close all browser windows, turn-off pop-up blockers
- Read the login instructions.

This course has an automatic time-out, if you are inactive (idle) while in the course, you will lose connectivity. If you time-out, you may lose all the time that you spent in the course.

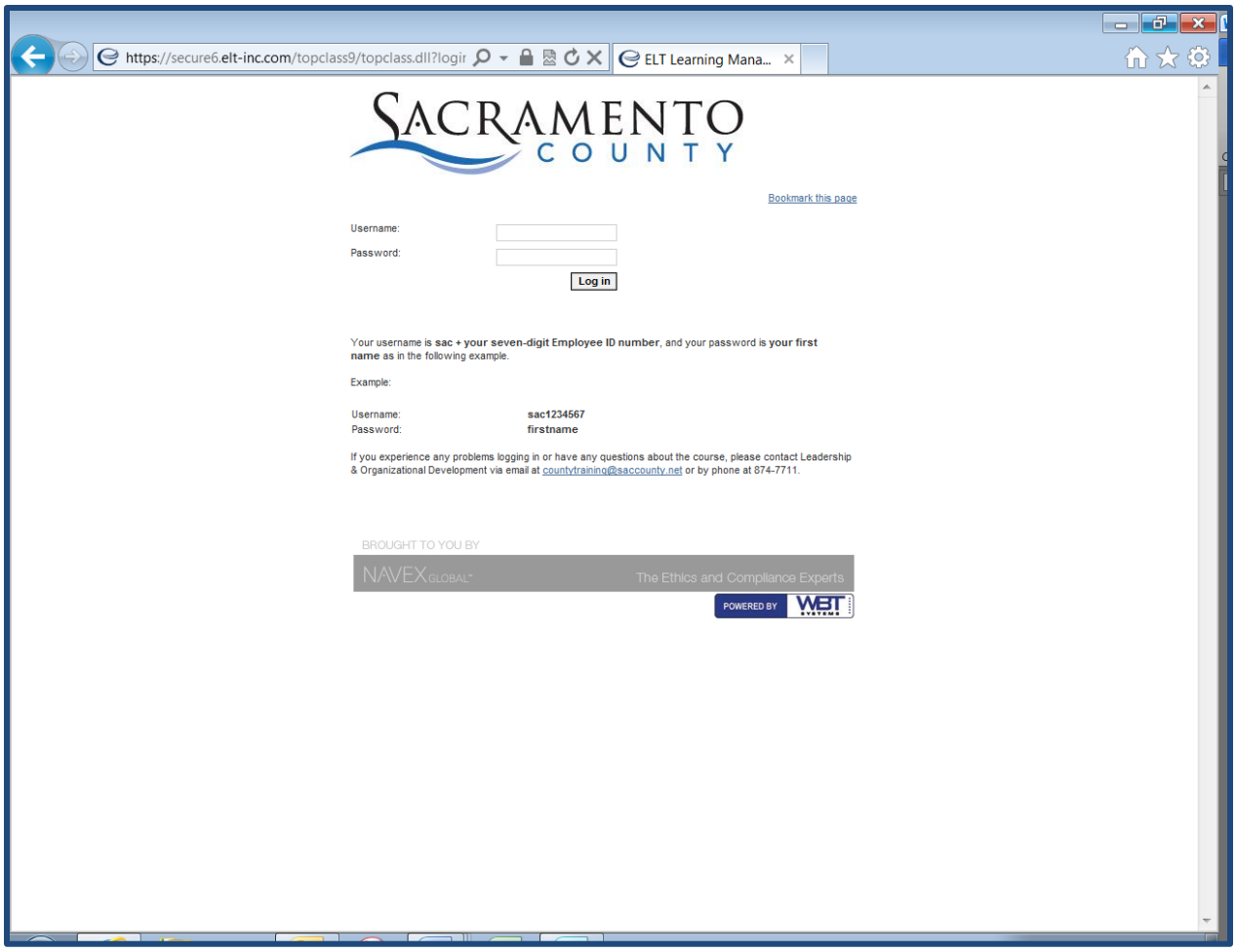
ACCESSING THE COURSE

To access your training course please do the following:

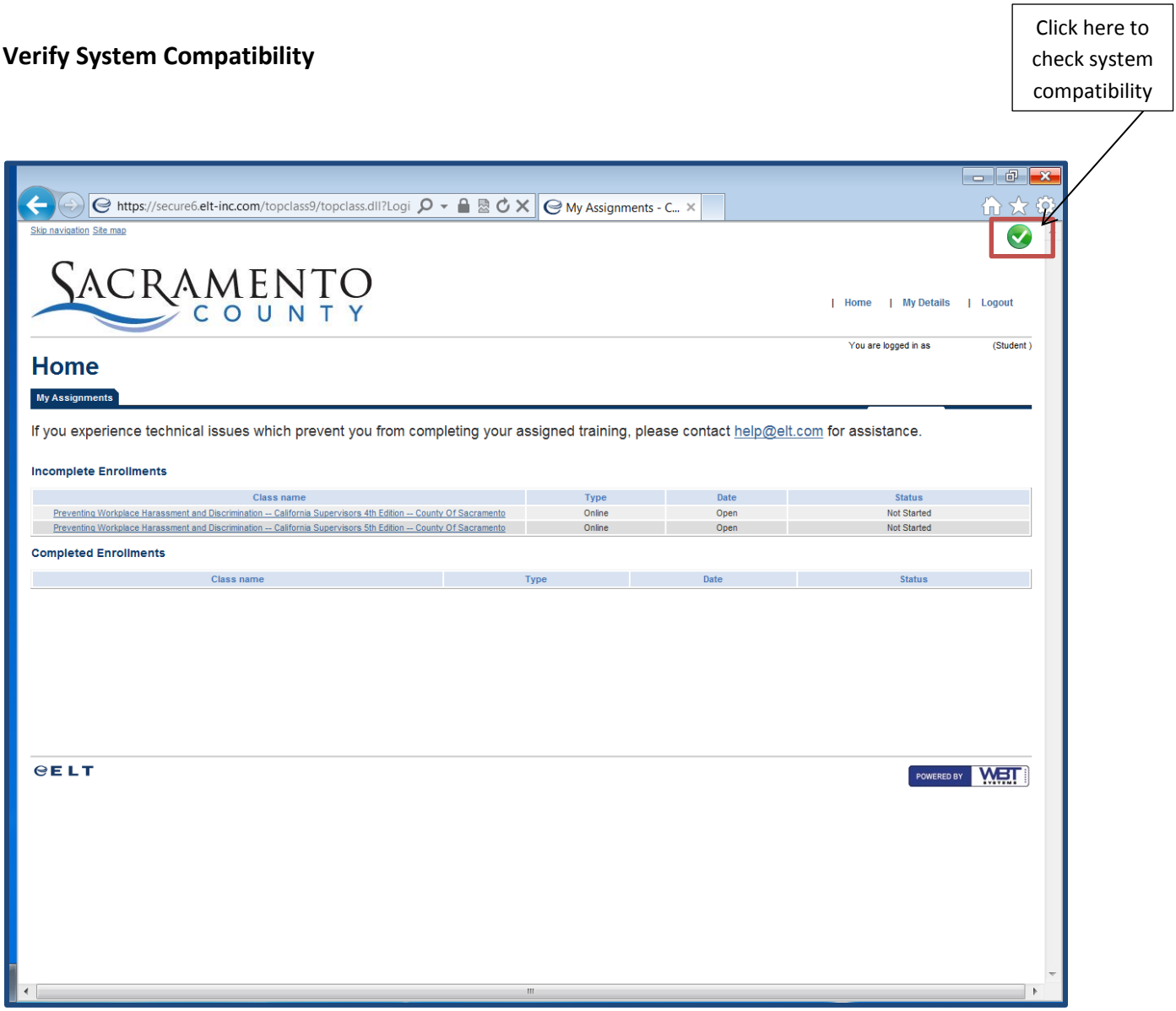
1. Open Internet Explorer.
2. Enter the following URL in the 'Address Bar': **http://saccounty.elt-inc.com**

Note: You may want to save the URL in your web Favorites list.

When the web page opens you will be required to enter your username and password. Your username is "sac" + your **7-digit personnel number** (sac1XXXXXX). Your password is **your first name as it appears on your timesheet or pay check/stub**.



Verify System Compatibility



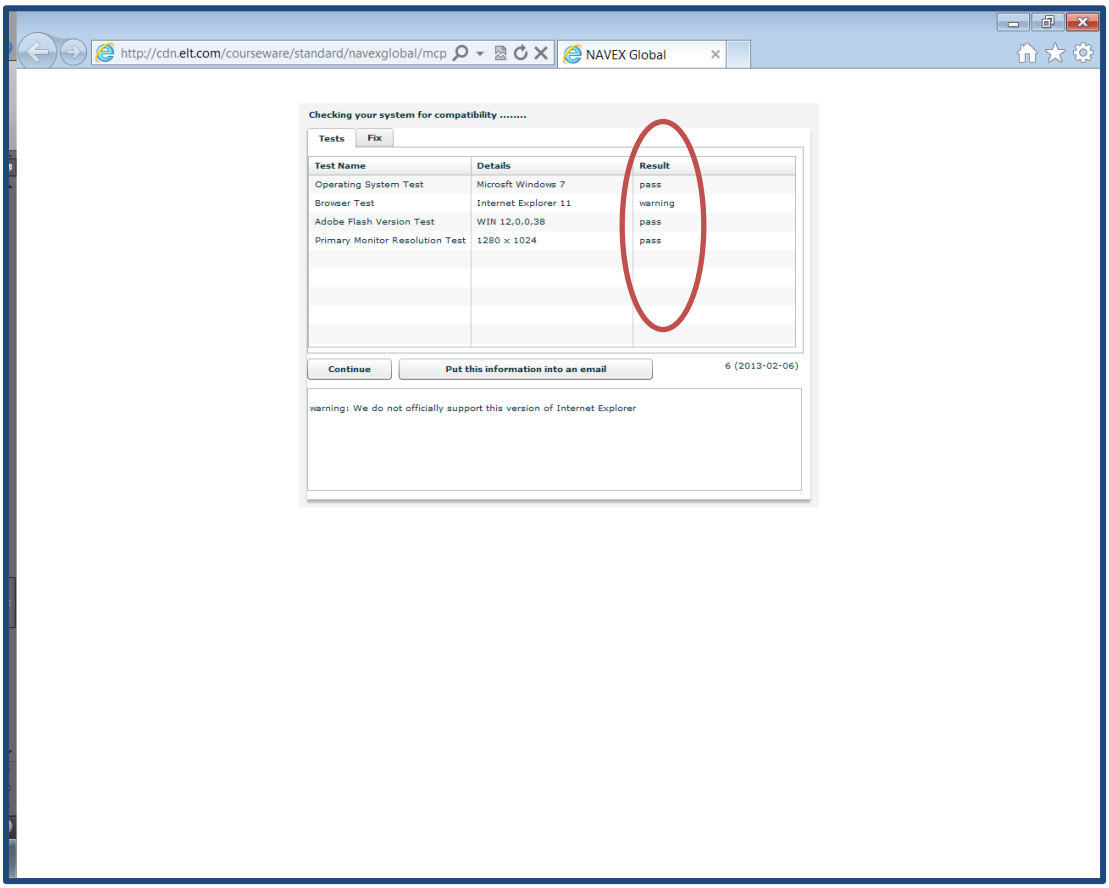
System Compatibility

Once you log into the course you will be on the course home page

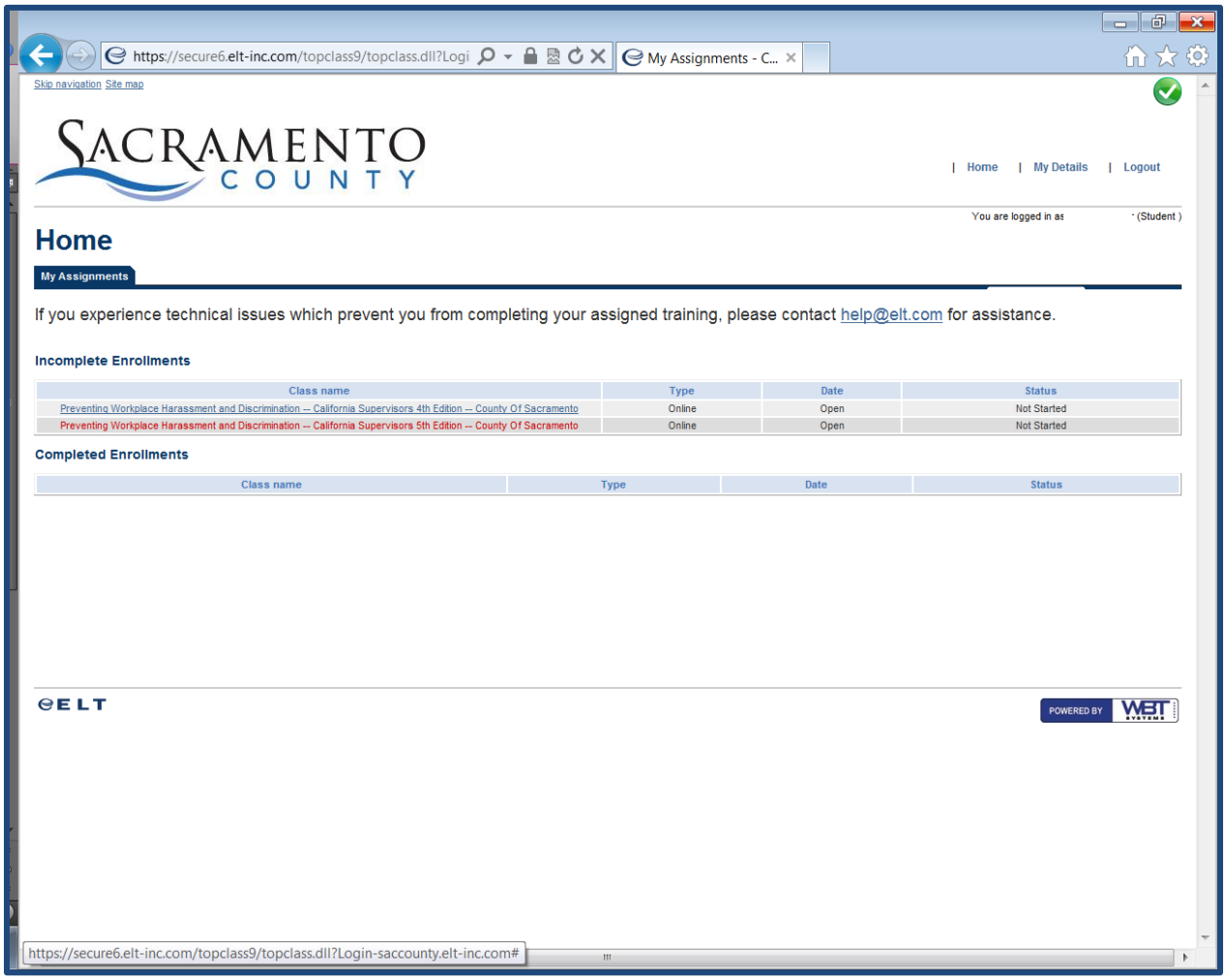
On the top right corner of the home page, click on the green check mark

A table will appear on the “checking your system for compatibility” screen. The third column from the right entitled “Pass” will indicate the level of compatibility between your computer system and the course’s learning management system. If there is any item(s) that do not show “pass”, please contact your department’s IT representative for assistance.

Preventing Workplace Harassment and Discrimination



Launch the Course



To launch the course, Click on the California Supervisors 5th Edition

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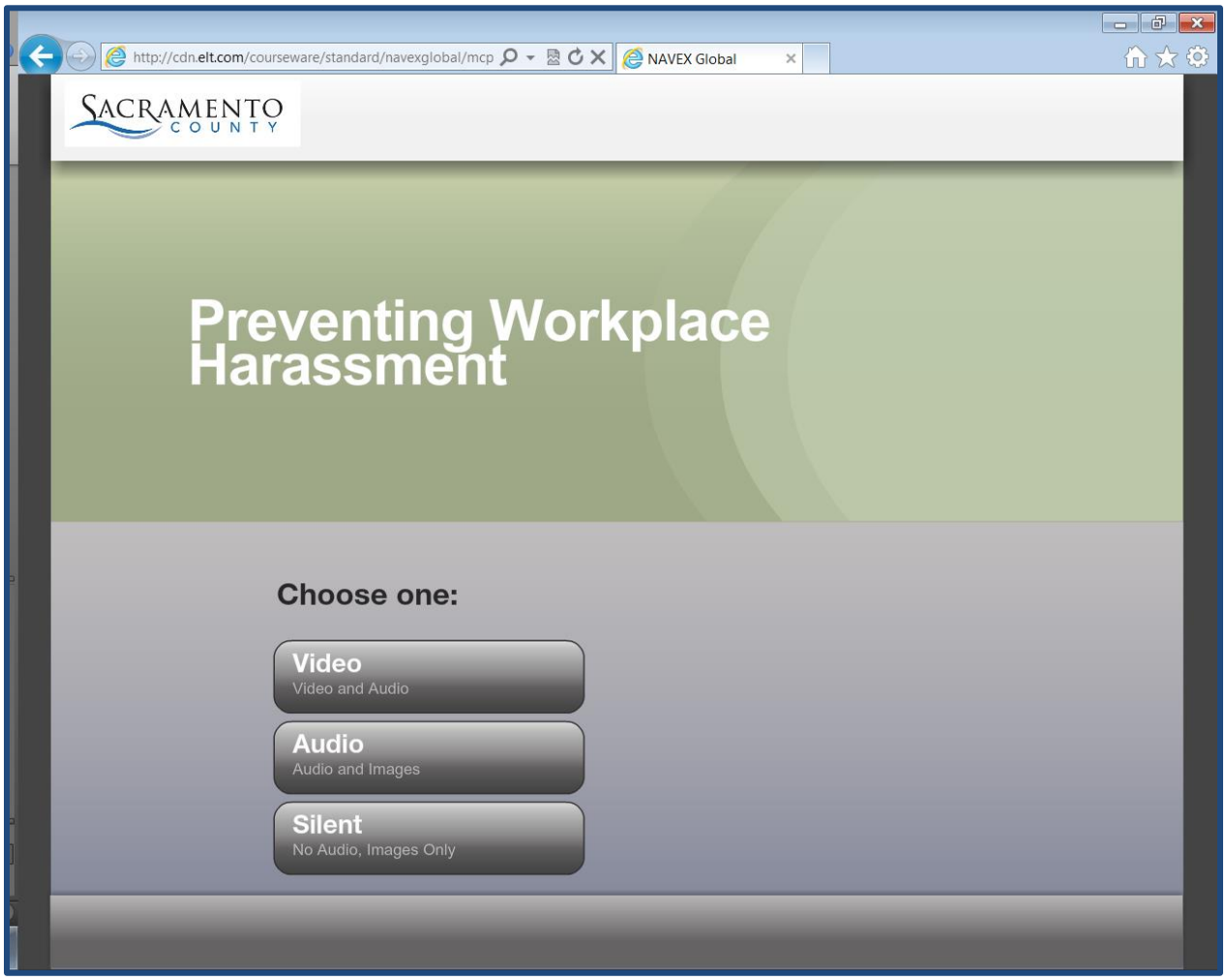

Select which presentation format (Video, Audio, or Silent) you want to use, and then follow the on-screen instructions.

***Information**: The California State Law (AB 1825) requires that Leads, Supervisors and Managers complete this training every two years or within six months of a promotion or date of hire. All other County employees are required to take it every 3 years. If you have questions regarding your qualification date or when you are next due, please contact your department training coordinator. If you need additional assistance, contact the Leadership and Organizational Development Office at countytraining@saccounty.net or (916) 874-7711.*