

AB 1825 ONLINE TRAINING COURSE

PREVENTING WORKPLACE HARASSMENT: CALIFORNIA SUPERVISORS' 4TH EDITION

OVERVIEW

You have been registered for "Preventing Workplace Harassment: California Supervisors' 4th Edition." The Leadership and Organizational Development Office contracted with Global/Brightline Compliance to bring you this AB 1825 online training course.

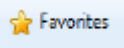


The course that you are about to begin will take you a minimum of two hours as required by the law. AB 1825 regulations state that "Employers . . . must provide at least two hours of classroom or other effective interactive training." The online course provides you the ability to complete the two hour training incrementally. You may bookmark your progressing by exiting the course and returning at your convenience.

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':
<https://login.brightlinecompliance.com>

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

When the web page opens you will be required to enter your username and password.

Note: If you have forgotten your password or username select the 'I forgot my Username and/or Password' link. A pop-up box will be displayed requesting that you enter your e-mail address. You should receive your Username and/or Password in approximately 1 hour. After 1 hour please contact the Leadership and Organizational Development Office (L & OD) at CountyTraining@saccounty.net or (916) 874-7711

If you DO NOT have an active Sacramento County email account please contact L & OD at (916) 874-7711

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ipliance - Please Login - Mozilla Firefox

bookmarks Tools Help

brightlinecompliance.com https://login.brightlinecompliance.com/

Site BC Student Site RT EK student site Brightline Survey MobileMe Sign In ADP PayStatements Q&A DNIS Search

Account: DeKalb County School District... Welcome to Brightline Compliance...

BRIGHTLINE COMPLIANCE

Help

Log In

Enter your username and password below. If you have forgotten your username or password, select the "Forgot Username/Password" link below. **Both fields are case-sensitive.**

Username:

Password:

LOG IN

[I forgot my Username and/or Password.](#)

[I don't have a Username. I have an Access Key.](#)

[Deutsch](#) | [English](#) | [English \(United Kingdom\)](#) | [Español](#) | [Français](#) | [Français \(Canada\)](#) | [Italiano](#) | [Nederlands](#) | [Polski](#) | [Português](#) | [Türkçe](#) | [Русский](#) | [العربية](#) | [中文](#) | [日本語](#)

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Internet Explorer provided by Department of Personnel Services

login.brightlinecompliance.com/login/SendPassword2.jsp

tes Tools Help

Brightline Compliance Ad... Free Hotmail MSN Suggested Sites Web Slice Gallery

BRIGHTLINE COMPLIANCE

Help

Retrieve your Username or Password

Enter your e-mail address and we will send you your username and password. Please remember to use the same e-mail address you used when your account was created.

E-mail address:

SUBMIT

Frequently Asked Questions

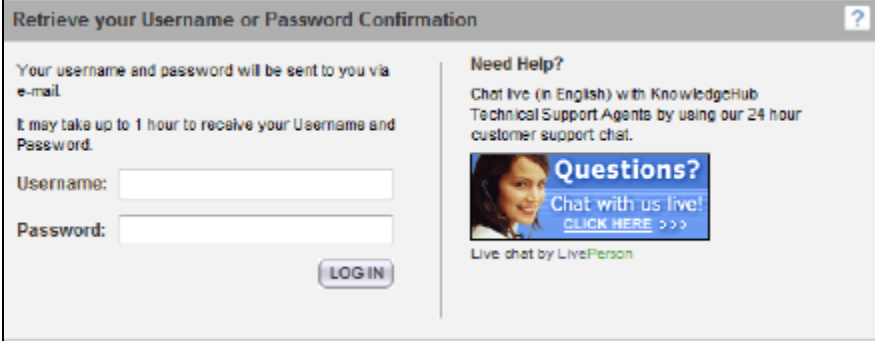
[I didn't create my account, so what e-mail address should I use?](#)

[I don't have access to e-mail to receive my username or password. How can I access my account?](#)

[Deutsch](#) | [English](#) | [English \(United Kingdom\)](#) | [Español](#) | [Français](#) | [Français \(Canada\)](#) | [Italiano](#) | [Nederlands](#) | [Polski](#) | [Português](#) | [Türkçe](#) | [Русский](#) | [العربية](#) | [中文](#) | [日本語](#)

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The screenshot shows a web page titled "Retrieve your Username or Password Confirmation" with a help icon in the top right corner. The main content area is divided into two columns. The left column contains the text: "Your username and password will be sent to you via e-mail." followed by "It may take up to 1 hour to receive your Username and Password." Below this are two input fields labeled "Username:" and "Password:". A "LOGIN" button is positioned at the bottom of the left column. The right column features a "Need Help?" section with the text: "Chat live (in English) with KnowledgeHub Technical Support Agents by using our 24 hour customer support chat." Below this is a "Questions?" banner with a woman's image, the text "Chat with us live!", a "CLICK HERE >>>" link, and the footer "Live chat by LivePerson".

**If you do not receive an e-mail within 1 hour contact L & OD at 874-7711 or
CountyTraining@saccounty.net**

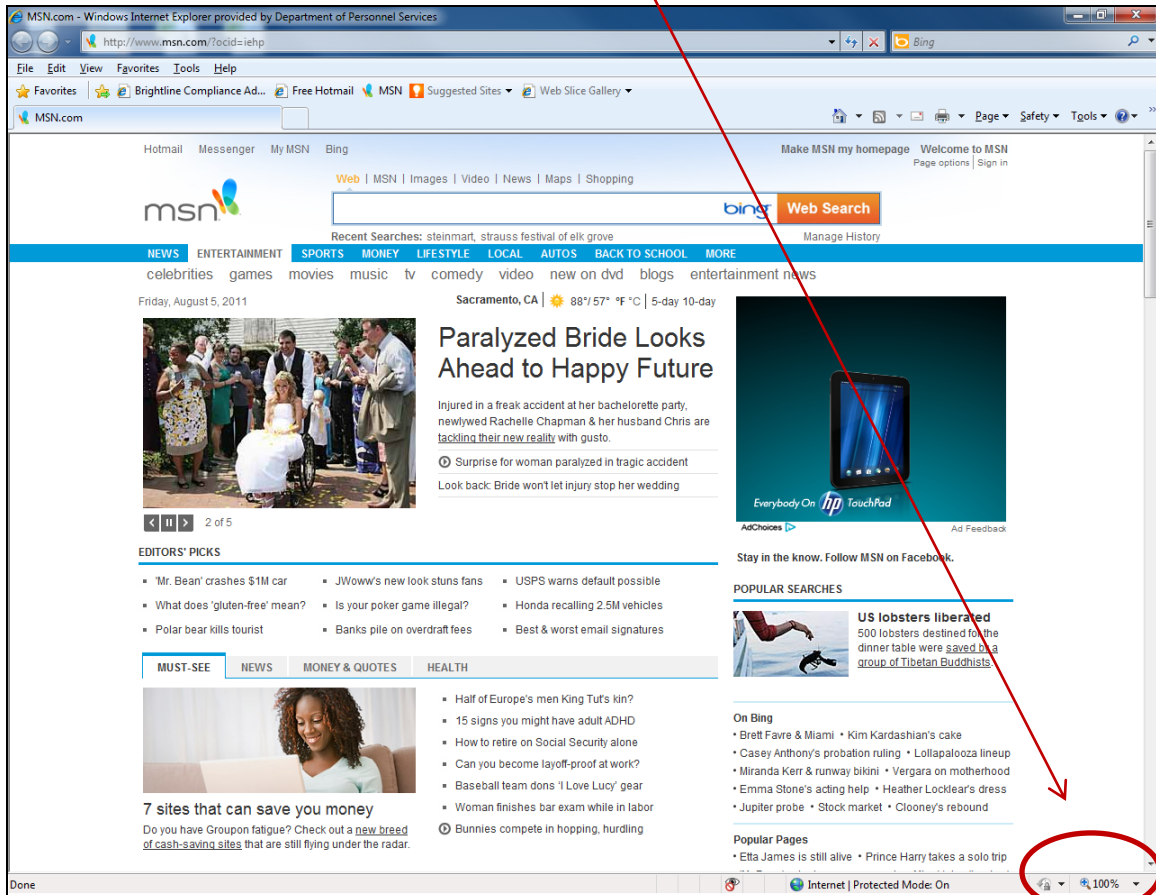
Please check your Junk E-Mail folder in OUTLOOK.

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While waiting for your password, please verify that your system is compatible with the requirements for visual compatibility.

1. Verify that your screen zoom is set to 100%.



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If your internet explorer is IE8 or later:

2. Verify that your Compatibility View Mode is set to "Display all websites in Compatibility View."

On the Tools menu of your browser

- a. Select Compatibility View Settings
 - b. Click or check "Display all websites in Compatibility View"
 - c. Close the browser.
3. Close all browsers that you may have open.



More detailed instructions on verifying you viewing compatibility may be found on the L & OD webpage under Hot Tips – Screen View Compatibility.

Once you receive your username and password from Global/Brightline (aka ElementK) continue with the login procedure.

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If you remember your password or after receiving your password from Global/Brightline via ElementK:

3. Enter your **Username** in the text box. Enter 'sac' and your 7-digit personnel number in the Username textbox..
 - a. If your personnel number begins with 0, drop the leading 0. This reduces your personnel number to a 7-digit number. For example, if your employee number is 01234567, then you would enter sac1234567.



Information: One place your personnel number can be found is on your timesheet. It is found in the 'Personnel NBR' field in the upper left-hand corner of the timesheet. You can also find your employee number on your payroll stub or ID card/employee badge.

4. Enter your **Password** in the password text box.

5. Click the **LOG IN** button.

Note: The e-mail you receive will provide you with your username and the last password you created. You **will not** be prompted to change your password.

The Launch a Course screen will be displayed. If you have previously completed or been enrolled in an earlier version of the course the all course names will be listed.

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My Courses - Windows Internet Explorer provided by Department of Personnel Services

https://login.brightlinecompliance.com/educate/brightline/home/MyTraining.jsp

File Edit View Favorites Tools Help

My Courses

BRIGHTLINE COMPLIANCE

Welcome, Brenda Alley of County Of Sacramento

Home Catalog Help Logout

TRANSCRIPT

Technical Support
If you're having trouble, click on the "Help" link at the top of the page. Need additional help? Call 800-331-7924.

Launch a Course

To begin, locate the course you wish to take in the table below and select "Start Course". Please turn off any pop-up blockers and turn on audio before proceeding.

California regulations require that supervisors taking the online course, Preventing Workplace Harassment--California Supervisors' Edition, be able to submit questions and request guidance and assistance on harassment training issues. If you are a California-based supervisor taking this course and would like to ask a question or otherwise request guidance or assistance, please contact your employer's human resources department to learn to whom such questions should be submitted.

Per California regulations, you have the right to pose any questions you may have regarding this training or other topics covered by this training to your employer and receive a response within two business days. You may contact the Equal Employment Office or the Leadership and Organizational Development Office at 916-874-2831 to reach the appropriate representative. Questions may also be emailed directly to:

AB1825@sacounty.net

Note that this is not intended to be a means for filing a harassment complaint. If you would like to file a complaint or report a concern about harassment, please follow the procedures outlined in your organization's harassment prevention policy.

Course	Status	Actions
Preventing Workplace Harassment -- California Supervisors' 2009 2nd Edition -- County of Sacramento	Completed	Review Course Info Certificate
Preventing Workplace Harassment and Discrimination -- California Supervisors 4th Edition -- County Of Sacramento	In Progress	Resume Course Info
Preventing Workplace Harassment -- California Supervisors' 3rd Edition -- County Of Sacramento	Completed	Review Course Info Certificate
Preventing Workplace Harassment -- California Supervisors' 2nd Edition -- County of Sacramento	In Progress	Course Info

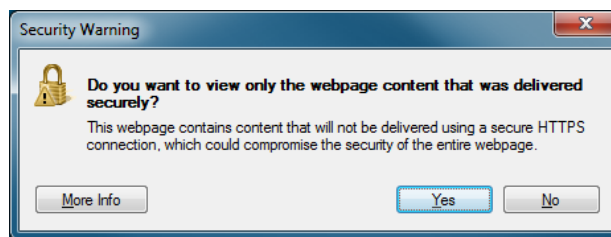
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Welcome to Brightline Compliance

Trusted sites | Protected Mode: Off

Select the 4th Edition

6. Select the 4th Edition by clicking on the **Start** link under the **Actions** column. As the course is opening you may see a Security Warning pop-up dialogue box



Please select No in response to the Security Warning. Failure to select No may result in screen displays not being fully functional.

The course will launch and bring you to the Introduction page:

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7. Please verify that your zoom level is set at 100%. Failure to set the zoom level at 100% may cause distortion of transmitted data and data display.

8. The course display should be in the upper left corner of your monitor in order for the course to properly execute. For a more aesthetic display select the maximize button of your browser bar.

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9. Select the Maximize icon at the top of the screen



Selecting the Maximize button will aid in proper display of the course. If your screen does not look as seen above please exit the course and return to Step 1, Page 4 of this instruction to validate screen view compatibility.

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Information: *The AB 1825 regulations require that you complete this training every two years or within six months of a promotion or your date of hire. If you have questions regarding your qualification date, 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.*