

Instructions to Access
TargetSolutions's two-hour 'Sexual Harassment for Supervisors
(California AB1825)' Course

1. Go to:
<http://app.targetsolutions.com/auth/index.cfm?action=login.showlogin&customerid=13563&customerpath=santacruz&msg>
2. Use your City e-mail address as your user name and create a password.
3. Please feel free to contact Kathy Stagnaro (X5445) if you have problems completing your login.
4. Once you have logged on, you will be asked for a security question; click on the drop down options and choose a security question. Type in the answer to that question on the next line. You are required to change your password. Type in your new password, and type it in again on the following line. On the bottom of that page, click on "I accept the license agreement."
5. The City of Santa Cruz training home page will open. At the bottom of the list of assignments, click on All Assignments. On the next page, select 'Sexual Harassment for Supervisors (California AB1825)' (not 'Sexual Harassment Awareness') assignment which is a one-hour course and does not meet AB1825 requirements.) A User Agreement page will open. Once you have read that page, click on "I understand and agree."
6. You are ready to start the training. A "Help" button is at the bottom of every page. You can also ask a content question any time by clicking on the "Ask a Question" tab, also at the bottom of every page.
7. Please note that the City of Santa Cruz's policy, 'Preventing Harassment, Discrimination & Retaliation' is included with this module. Please read it carefully.
8. **Print a hard copy of your Certificate of Completion and send it inter-office to Kathy Stagnaro, HR. AB1825 requires that a hard copy of the Certificate is filed in each user's personnel folder. We recommend that you also keep a copy in your own Professional Development file.**
9. In order to be compliant with California law, you must spend a minimum of 100 minutes **actively** reviewing the course material before the system will allow you to proceed to the exam. Course completion time calculations work like this: each time that you hit the 'next' arrow button in the course, it records the amount of time that you spent on the previous page. This is how it is guaranteed that the student is 'actively' in the course. The completion times will only log a certain amount of minutes per slide before it will assume that you are idle and stop recording. So, if you open up the course and walk away, the time that you left the course open will not be recorded."
10. Please feel free to contact TargetSolutions at 800-840-8048 for assistance completing your log in, launching your training course, or answering any questions you may have.