

**Instructions to Access TargetSolutions' PreventionLink's**  
**One-hour 'Sexual Harassment Awareness' Course:**

1. Go to:  
<http://app.targetsolutions.com/auth/index.cfm?action=login.showlogin&customerid=13563&customerpath=santacruz&msg>
2. Contact Kathy Stagnaro (X5445) to create an assignment.
3. Use your City e-mail address as your user name and choose a password.
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 Awareness' (not 'Sexual Harassment for Supervisors' assignment). 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. You must spend a minimum of 60 minutes on this course. The entire course including the final exam, takes approximately one hour to complete.
10. Please feel free to contact TargetSolutions' Support at 800-840-8048 for assistance completing your login, launching your training course, or answering any questions you may have.