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From:	Westchester County Human Resources
Sent:	Wednesday, August 3, 2022 9:19 AM
Subject:	PLEASE COMPLETE YOUR 2022 MANDATORY COMPLIANCE TRAINING (PRC)
Attachments:	2022 Training Instructions.pdf

WESTCHESTER COUNTY MANDATORY COMPLIANCE TRAINING 2022

TO: Westchester County Employees

RE: You are Required to Complete this Mandatory Training (3 Modules):
Workplace Harassment Prevention; Bullying and Violence/Domestic Violence Prevention;
Receipt of Employee Handbook

YOU ARE REQUIRED TO COMPLETE THIS TRAINING ASSIGNMENT WITHIN 30 DAYS OF RECEIPT OF THIS EMAIL. AS THIS IS A LEGAL REQUIREMENT, FAILURE TO COMPLETE THIS COURSE MAY LEAD TO DISCIPLINARY ACTION.

The training courses will take roughly 90 minutes to finish. You do not need to complete this training in one sitting, you can leave and return to it later. To complete the course successfully you must pass each module with a score of 70% or higher.

IMPORTANT: You must finish **ALL THREE TRAINING MODULES** to complete this training requirement.

1. **Workplace Harassment Prevention**
2. **Bullying and Violence/Domestic Violence Prevention**
3. **Employee Handbook**

Your Credentials to Login and Take Training (You must Access it from a PC or Tablet, NO Smart Phones.)

User name = your full official County work email address, ex. xyz2@westchestergov.com. (Use the email address
           that starts with your computer User Id. Not any alias or State email addresses.)

Password = welcome (without capitals) **NOT YOUR COUNTY PASSWORD**. If you changed your password in the past, use
           the updated password. Lost passwords may be requested from the login page.

To begin training - Click here

If the training login screen does not open, copy and paste this URL into Google Chrome: https://westchestergov.skillport.com/

1. Click on "View Learning Plan" in header.
2. Click on the assigned <u>Compliance Training 2022 Westchester County</u> (or Launch).
3. Launch and complete the listed modules in order.

Training Information:

1. The modules are broken down into segments of approximately 3-6 minutes. Move through the segments by clicking on "next" or hit "autoplay". You must fully complete a training segment *and start the next segment* in order for the system to mark it complete. Otherwise, you will re-start the segment the next time you log in.

2. To continue to the next module, **you must return to the Main Menu, as the system will not automatically continue.** To do this, **click "save and exit" and "save and exit" at the end of each completed module.** Do not X out. Failure to complete all 3 Modules will prompt email alerts until all modules are finished!

3. If you do not pass the assessment with the expected score, you may retake it as often as needed. The course test results page will lead you to "review failed topics".

4. Changing your password is <u>optional</u>. If you want to change your password, click the down arrow beside the profile picture -> My Profile-> Security. Complete the data fields and Update.

5. When you have finished all the modules, you should see three green circles completely filled in next to the different modules when you click on "Compliance Training 2022

Westchester County". This is how you will know that you have completed the mandatory training.

Support:

Should you experience technical difficulty, please try the following steps and relaunch the course each time:

1. Clear cache: while in your browser, press **Ctrl + Shift and then Delete** simultaneously on the keyboard to open the appropriate window.

2. Close unnecessary browser windows and applications that may be consuming resources.

3. Try another browser. (Such as Google Chrome)

For user name and password questions please contact: WCHR@westchestergov.com

For technical problems, running courses, etc. contact Technical Support here (technical support cannot assist with user names and passwords): http://www.enterprisetraining.com/skillsoftsupport/

Best regards,
Allie

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