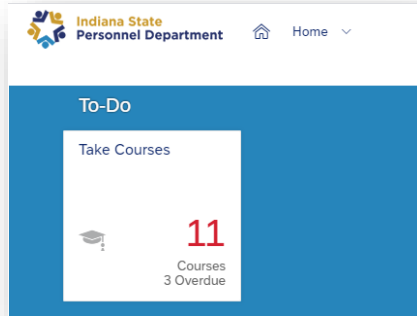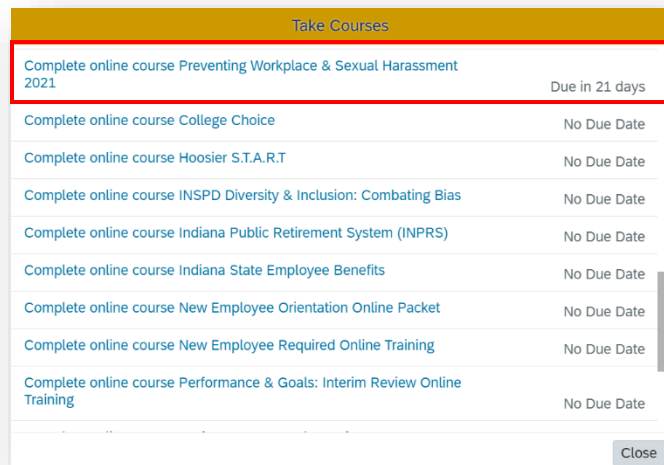**Indiana State**
Personnel Department

To access this course, please log into SAP SuccessFactors (for help logging in, please see the SAP SuccessFactors Learning Management System User Login Guide).

You can access the module from your homepage two different ways.

1. Select the learning **to-do** tile from your homepage. A pop-up window will appear.

2. Select **Complete online course Preventing Workplace & Sexual Harassment 2021** from the list.
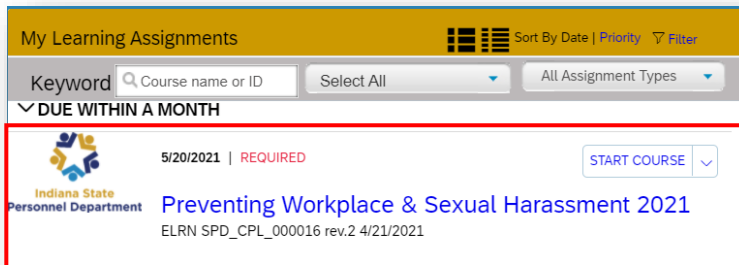
    ---OR---

3. Navigate to the learning section of SuccessFactors by selecting **Learning** from the dropdown menu at the top of the page.

4. Under your "My Learning Assignments" select **Preventing Workplace & Sexual Harassment 2021**

*note: if you have multiple items in your learning assignments, you may need to scroll down to locate the module.

5. To launch the module, select **start course** (if you have already launched the course, but not completed, select **continue course**).

For questions about the content of this document, please contact the INSPD Learning & Development division, spdtraining@spd.in.gov.

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