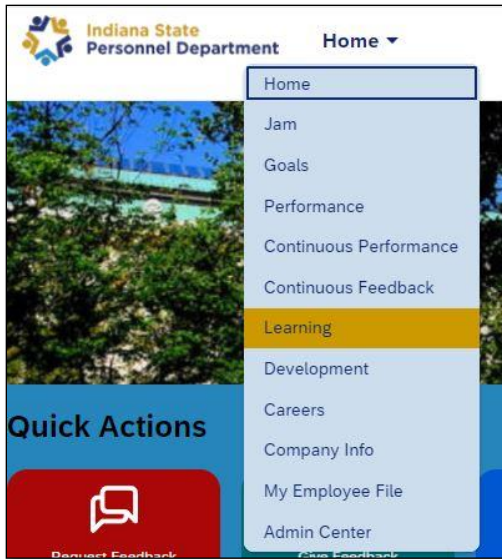




To access this course, please log into SAP SuccessFactors (for help logging in, please see the [SAP SuccessFactors Learning Management System User Login Guide](#)).

You can access the module from your homepage:



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

2. Under your “My Learning Assignments” select the **Preventing Workplace & Sexual Harassment 2023 START COURSE** button.



Note:

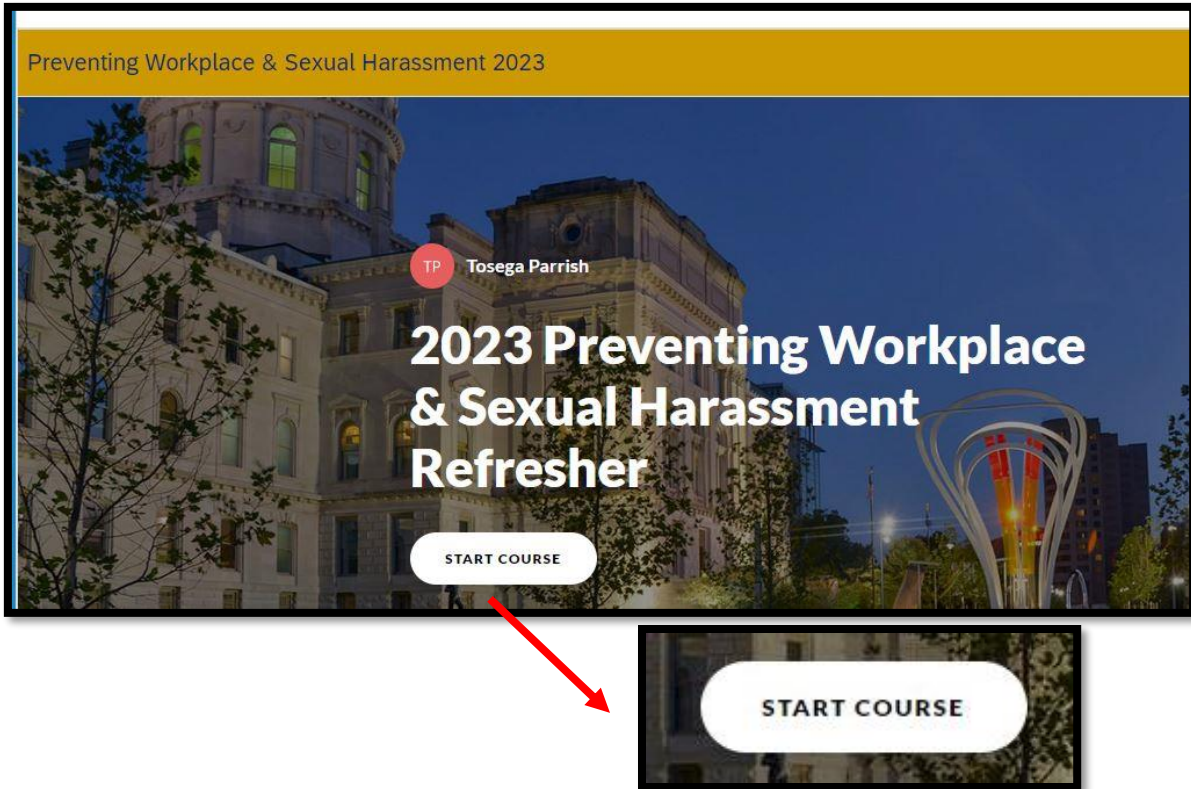
If you have multiple items in your learning assignments, you may need to scroll down to locate the module



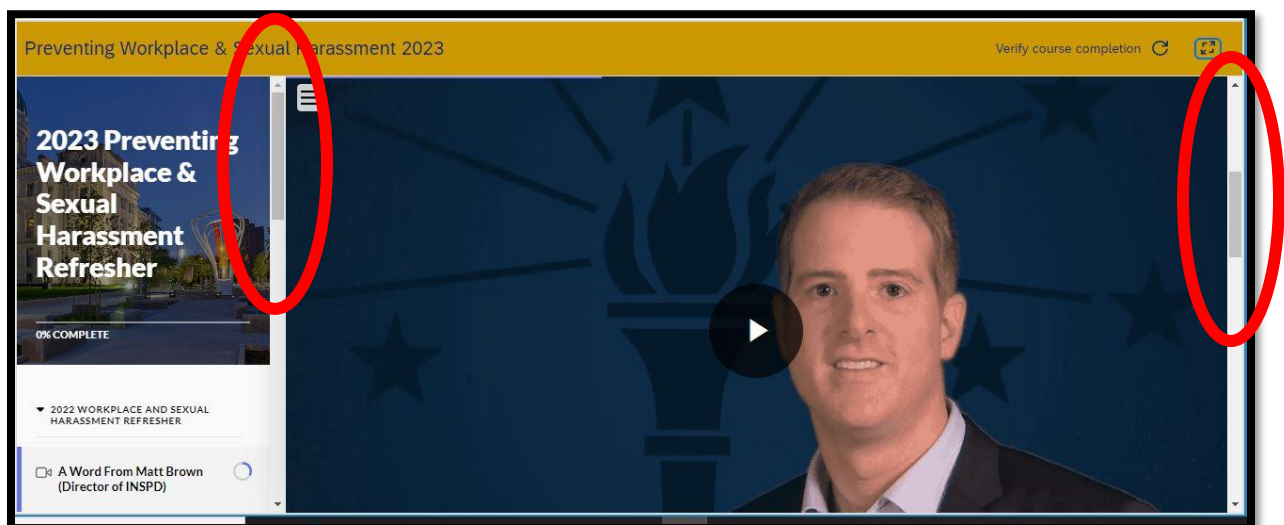
For questions about the content of this document, please contact the INSPD Learning & Development division, spdtraining@spd.in.gov.



3. Select Start course below the title:



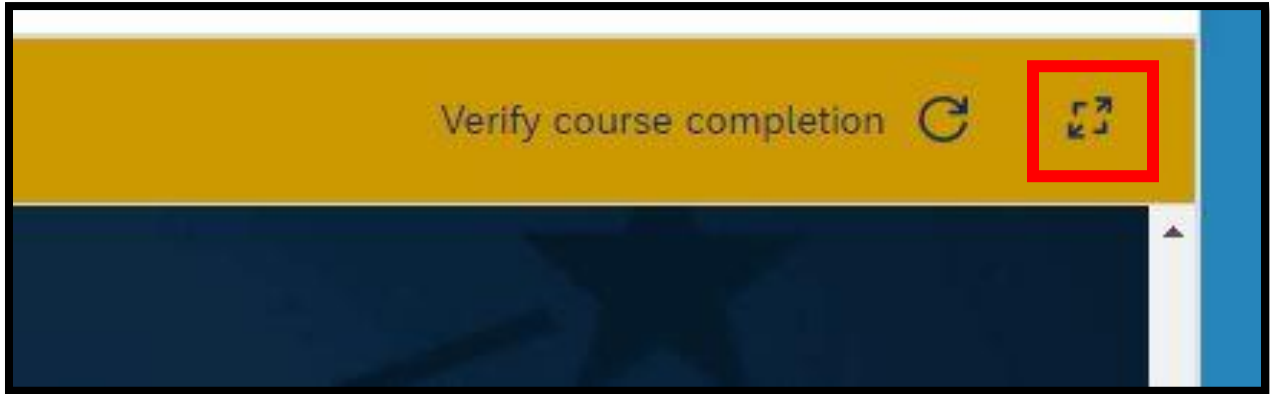
4. The course will load and you will scroll through to proceed.



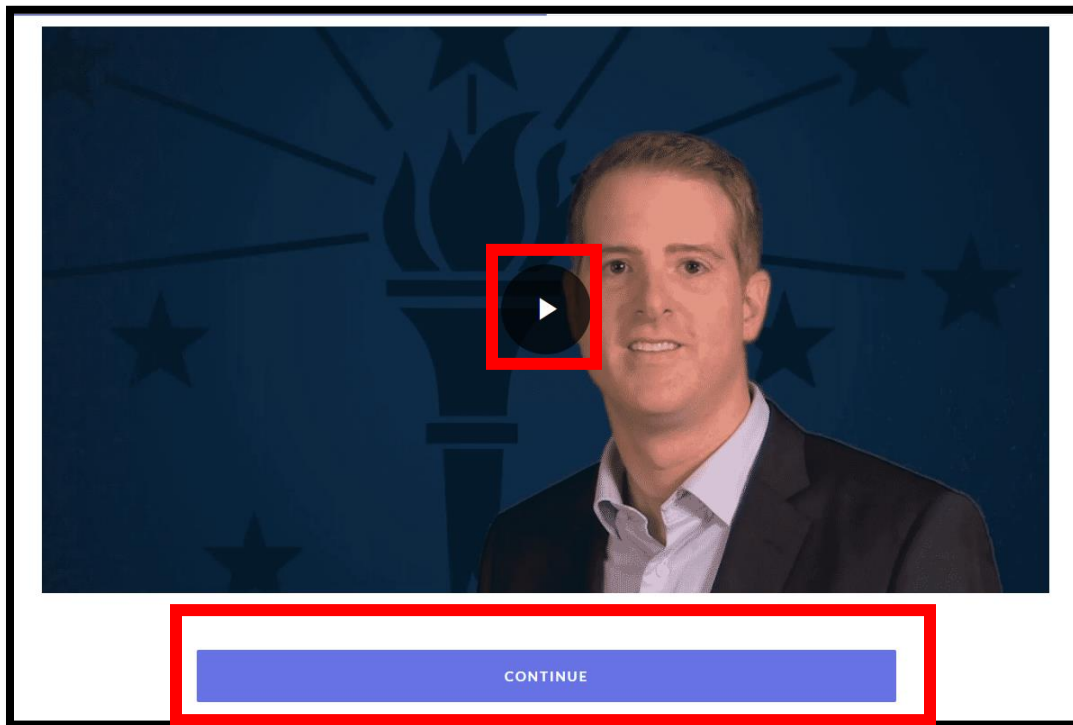
For questions about the content of this document, please contact the INSPD Learning & Development division,
spdtraining@spd.in.gov.



Tip: You can select the icon found in the upper right to enlarge your screen.



5. Select Play on the video and when ready, select Continue to Proceed:



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spdtraining@spd.in.gov.



Note: Closed Captions (CC) and the Playback rate (1x) can be found in the lower left corner of the video, offering slow or fast pace depending on the individual's preference and reading pace.



The next section will load. You can select the play button for narration or read the transcription below.

Scroll down and when finished, select Continue to proceed to the next section until you reach the Acknowledgement.

Workplace and Sexual Harassment Introduction

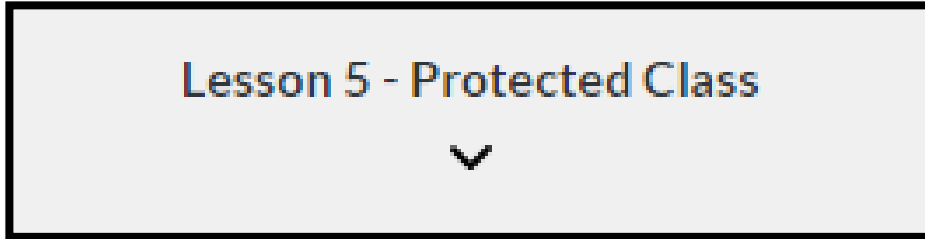
Press play here to hear a narration of the page or read the transcription below.

A red box highlights the play button icon on the video player's progress bar.

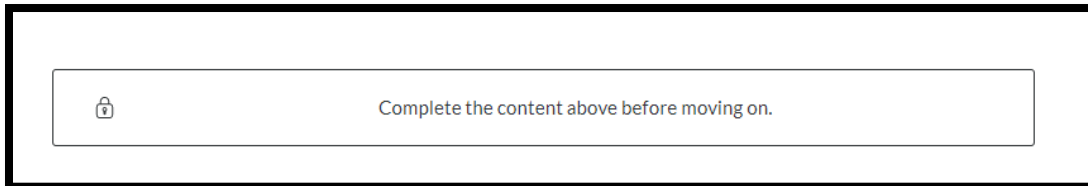
For questions about the content of this document, please contact the INSPD Learning & Development division, spdtraining@spd.in.gov.



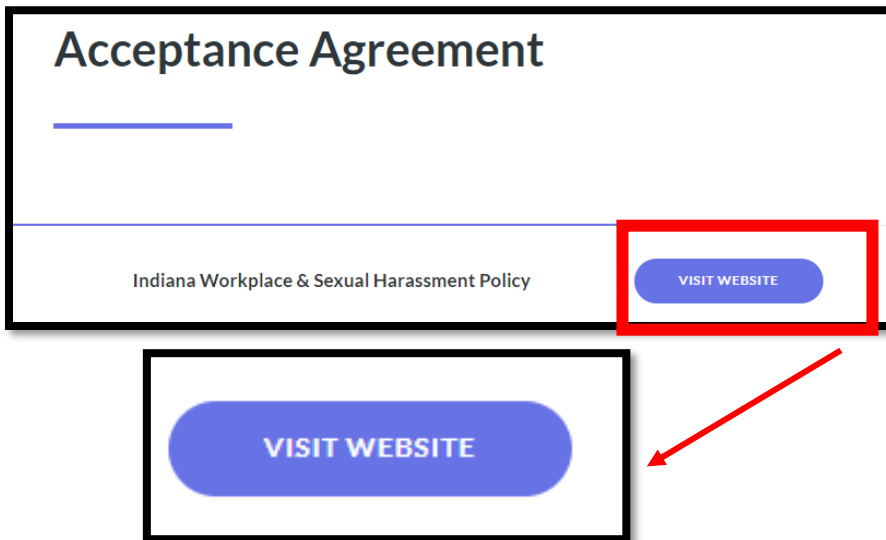
If going back to review a previous section, the Continue button will be replaced with the next section/Lesson to continue on. Select the drop down arrow:



Note: You must complete all Knowledge Checks before proceeding to the Acknowledgement segment:



Please take the time to visit our WSHR Policy:



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



I understand federal law and the State of Indiana prohibit harassment in the workplace. It is the State of Indiana's express policy to provide a work environment free from harassment. The purpose of such laws is not to regulate employees' personal lives, choices, or morality, but to provide a work environment free of harassment. Engaging in workplace harassment will subject an employee to disciplinary action, up to and including dismissal. Select "I accept" and click the submit button to indicate you agree to abide by these terms and conditions. Employees who decline to accept the terms and conditions must seek further guidance from their agency human resources office.

I Accept This Agreement

Select 'I have read the State of Indiana's Workplace Harassment Prevention Policy'

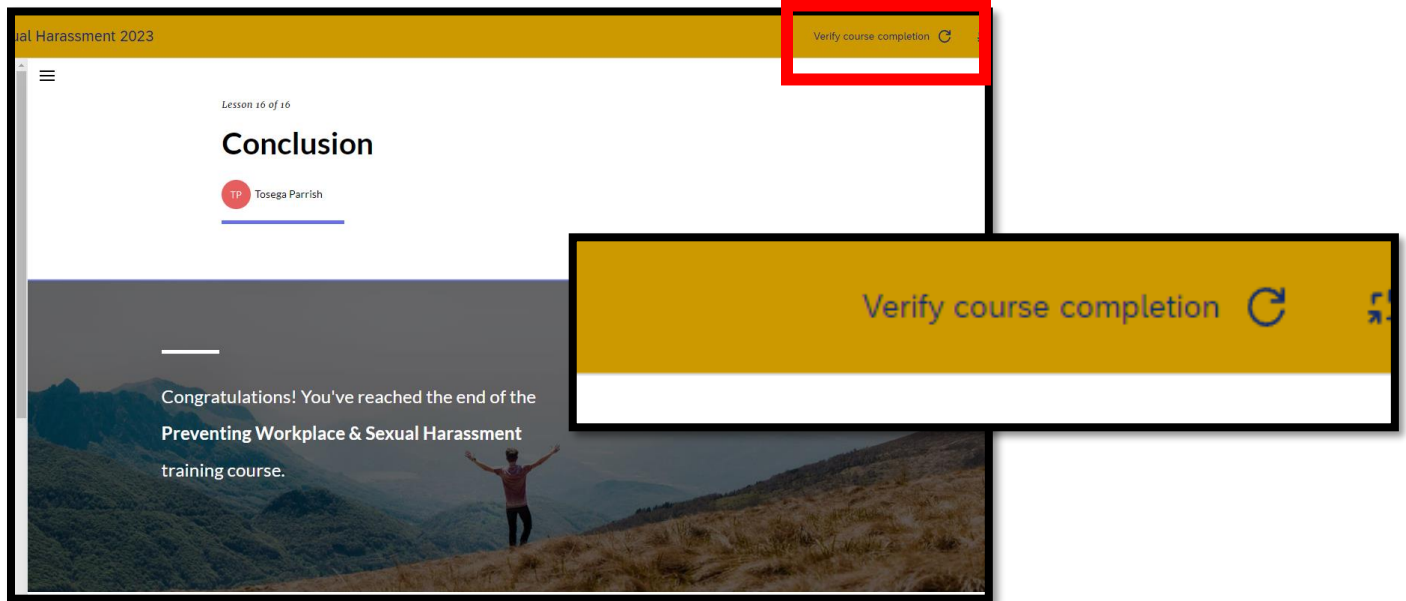
Acknowledgement

I acknowledge that I completed the Preventing Workplace & Sexual Harassment course provided by the Indiana State Personnel Department. A copy of the State of Indiana's Workplace Harassment Prevention Policy was made available to me as part of this training. I acknowledge that I have reviewed this policy.

I have read the State of Indiana's Workplace Harassment Prevention Policy.



If the course does not mark automatically completed, please select verify completion found in the upper right corner:



Thank you!



Indiana State
Personnel Department