

EHSD staff are required to complete certain trainings regularly, some of which have specific deadlines under the law.

Anti-Harassment Training is now overdue. This is an online training in two sections ~ a two-hour training for supervisory/management/executive employees, and a one-hour training for NON-supervisory/management employees. The training is self-paced, you can stop and rejoin later.

PLEASE COMPLETE THIS TRAINING AS SOON AS POSSIBLE. Your completion of the training will be recorded on your SMART transcript within a week of your completion. Instructions to connect to the on-line training are below. You must connect through the county training portal, Target Solutions. If you are a new user, you must create a user name and password.

**Anti-Harassment Training for Supervisors and Managers - California (SB1343/AB1825) and All Employees – California (SB1343)** is now required by the State and EHSD to be completed every 24 months at Target Solutions.

## **STEP 1**

Click the following link for Target Solutions:

<https://app.targetsolutions.com/auth/index.cfm?action=login.showlogin&customerpath=ccc>

## **STEP 2**

Enter Username and Password by following the instructions below **circled in red**.

**Attention: County of Contra Costa Employees**  
Your Username is now your Employee ID Number followed by ccc  
Example: 12345ccc

If you are unable to log into Target Solutions, please send your employee number and worksite email address to [targetsolutions@riskm.cccounty.us](mailto:targetsolutions@riskm.cccounty.us). Your matter will be addressed. Thank you.

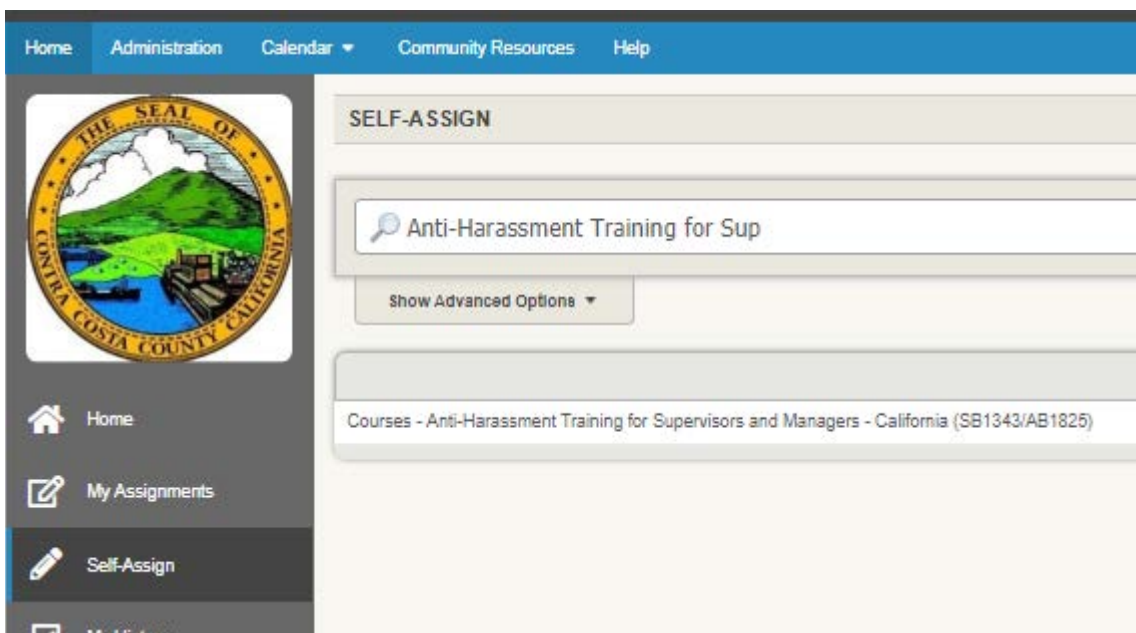
## STEP 3

Click the 'Self-Assign' link.



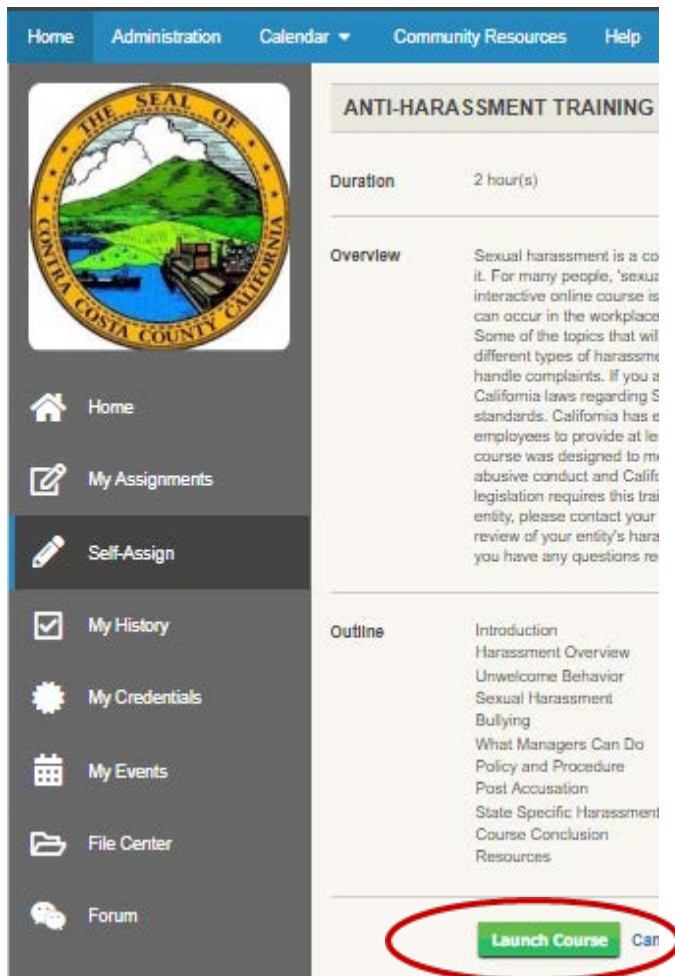
## STEP 4

A- In the Search Box, enter Anti-Harassment. Two options will appear. If you are a non-supervisory employee, click on the **All Employees** option.



# STEP 5

Click the **Launch Course** button.



Call 925-608-4570 with any questions.

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