

## Ethics/Code of Conduct & Workplace Harassment Online Training Help Sheet

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### ***Do I need to complete this online training?***

As a leader, you are required to complete the following online training every two years.

### ***Why should I complete the online training?***

This effort aligns to our district core belief surrounding Leadership and supporting leaders in performing courageously and ethically. The Ethics and Leadership online training will provide further knowledge and support in decision making as well as enhance the integrity of the district and advance the goals of the educational programs in various areas.

### ***How will I know when I am due to take the online training?***

You will be prompted by an email directly from, *Human Resources Ethics and Sexual Harassment training notification*, with subject heading of, *ETHIC – Ethics and Leadership Training*, prior to two months before your deadline.

### ***What will the online training consist of?***

There are two parts to the online training: 1) Ethics and Codes of Conduct and 2) Work Place Harassment. It will take approximately 2 hours depending on your consistency. You may stop and resume another day if needed.

### ***How do I login to complete the course?***

To complete the course, either click on the link below or open your internet browser and enter it into the address box:

<https://47045.lms.navezglobal.com/toplcass3/login.do>

- ***Username:*** please use your 7-digit employee ID # (without zeros in front and no dashes)
- ***Password:*** Your Last Name and the Month and Day of your birthdate (month and day must contain two digits)
  - Example: Smith0131

### ***What if I encounter technical difficulties?***

If you encounter technical difficulties upon your attempt to complete:

1. You may need to download Google Chrome and then
2. Allow pop-ups once you use the Google Chrome browser to ensure you have video as well as audio. This can be done by clicking on the red **X** at the right-hand top of the screen and select Allow Pop-Ups.

*For any technical difficulties or assistance with logging in, please contact our Human Resources Specialists:*

- John Vang at 457-3507 or [john.vang2@fresnounified.org](mailto:john.vang2@fresnounified.org)
- Jas Sandhu at 457-3697 or [jaswinder.sandu@fresnounified.org](mailto:jaswinder.sandu@fresnounified.org)