

DCA Sexual Harassment Prevention Tutorial Frequently Asked Questions (FAQ)

What are the system requirements for viewing the tutorial?

Operating System	Microsoft Windows XP SP3 or later (32-bit or 64-bit), Windows 2003, Windows Vista (32-bit or 64-bit), Windows 7 (32-bit or 64-bit), or Windows 8 (32-bit or 64-bit)
.NET Runtime	.NET 2.0 or later (gets installed if not present)
Flash	Flash Player 10 or later (http://www.adobe.com/go/getflash)
Browser	Windows: Internet Explorer 6 and later, Firefox 1.x and later, Google Chrome, Opera 9.5 and later Mac: Safari 3 and later, Firefox 1.x and later, Google Chrome Linux: Firefox 1.x and later
Audio	Sound card and computer speakers or headphones

Does this tutorial meet the state mandated sexual harassment training requirement?

Yes, successful completion of this tutorial meets the sexual harassment training requirements as outlined in the California Code of Regulations, Section 7288.0 and DCA's Sexual Harassment Prevention Policy (EEO-12-01).

How long will it take to complete this tutorial?

The tutorial will take approximately 2 hours to complete.

Do I have to complete the tutorial all in one sitting?

No. If you have cookies enabled on your browser, the tutorial will remember where you stopped when you close your browser window. The next time you click on the link to view the tutorial, you will be asked if you wish to start the tutorial over or pick up where you left off.

Why does the tutorial freeze and lock up when I view it?

This is usually caused by a bandwidth issue. When there is heavy traffic on the DCA network, this may happen. We recommend viewing the tutorial during hours when there are not as many employees at work, like early in the morning and later in the afternoon.

Who do I contact if I need a reasonable accommodation to view this tutorial?

The DCA provides reasonable accommodations for employees with disabilities to participate in training. Please contact SOLID at 916-574-8316 or SOLID@dca.ca.gov to request a reasonable accommodation to allow you to fulfill this training requirement.

If I leave the tutorial unfinished, will I need to start over again?

If you have cookies enabled on your browser, the tutorial will remember where you stopped when you close your browser window. The next time you click on the link to view the tutorial, you will be asked if you wish to start the tutorial over or pick up where you left off.

Do I need to complete and submit a DCA Training Request (99T-2) form to complete this tutorial?

No. You do not need to submit a training request form, but please be sure to obtain approval from your direct supervisor to allow for the two hours necessary to complete this tutorial. You will need to submit proof of completion to DCA's Equal Employment Opportunity Office. Instructions for this are included at the end of the tutorial.

Do I need to install anything to view this tutorial?

No. This is an Internet-based tutorial (see question about system requirements for Internet browsers you can use).

Why can I not hear anything when I view the tutorial?

There is audio with the tutorial. You must have computer speakers or a headset connected to your computer to hear the audio. If you do not have either, you can still complete the tutorial by following along with the written notes on each section. SOLID Training and Planning Solutions also makes their computer lab at 1747 North Market Blvd. Sacramento, CA available to DCA employees who wish to take their tutorial in an uninterrupted environment on a PC with the required audio equipment. To set up an appointment, please contact SOLID at 916-574-8316 or SOLID@dca.ca.gov.

Where can I get additional help?

Please call us! We are still unsure of what types of technical problems our users will experience, so we want to hear your challenges. If you experience any technical difficulty, please contact SOLID at 916-574-8316 or SOLID@dca.ca.gov.