

## REFERENCE GUIDE

# DC Efficiency - Sexual Harassment Training

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1. Log in with your user account at: <https://www.dceffconsult.com/my-account/>



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### Login

Username or email address \*

Password \*

[LOG IN](#)

Remember me

[Lost your password?](#)

### Register

Email address \*

Password \*

[REGISTER](#)

2. When on your dashboard page, select the NYS Sexual Harassment course.

[Dashboard >](#)

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## Dashboard

Hello **cbigart** (not **cbigart**? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#).

Expand All | Collapse All

Profile

 Username: cbigart  
Email: cbigart@idea-kraft.com  
Earned Course Points: 0  
[Edit profile](#)

Registered Courses

	Certificate	Status
<a href="#">▶ NYS Sexual Harassment Online Training</a>	-	<input checked="" type="checkbox"/>
<a href="#">▶ Learning on the Go!</a>	-	<input checked="" type="checkbox"/>

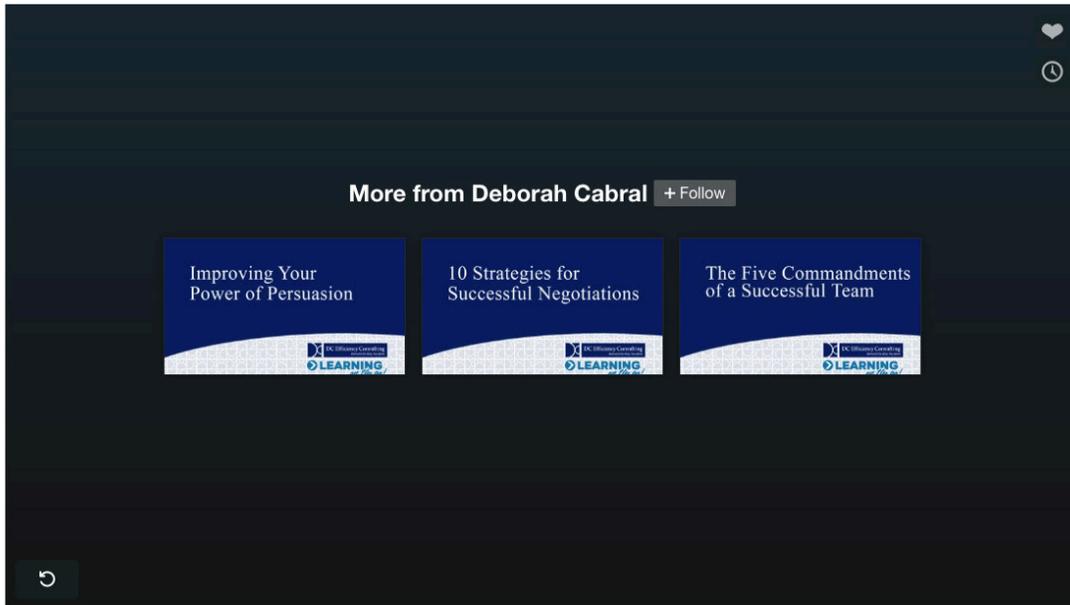
3. From there you will be taken to the course overview page, where you can select a lesson.

Course Status: In Progress

### Course Content

Lessons	Status
1 <a href="#">Part 1: Sexual Harassment in the Workplace</a>	<input checked="" type="checkbox"/>
2 <a href="#">Part 2: Two Main Types of Sexual Harassment</a>	<input checked="" type="checkbox"/>
3 <a href="#">Part 3: Who can be the Target of Sexual Harassment?</a>	<input checked="" type="checkbox"/>
4 <a href="#">Part 4: Retaliation</a>	<input checked="" type="checkbox"/>

4. Each lesson starts with a video and ends with a quiz. After you watch the whole video a button to take the quiz will appear under the video.



Quizzes	Status
1	NYS Sexual Harassment Video 1 Quiz <input type="checkbox"/>

[Next Lesson →](#)

5. After you take the quiz you will be given your grade. If you did not receive a high enough score to move forward take the quiz by clicking the restart quiz button or using your browser back button. If you passed a button to continue will show and take you to the next lesson.

Complete this quiz before moving on to video two.

## NYS Sexual Harassment Video 1 Quiz

### Results

3 of 3 questions answered correctly

Your time: 00:00:06

You have reached 3 of 3 point(s), (100%)

[Click Here to Continue](#)

[View questions](#)

6. After you complete the course you will be provided with a certificate of completion. View this by going to your dashboard and clicking print your certificate.

Course Status: Completed

PRINT YOUR CERTIFICATE

### Course Content

Lessons	Status
1	Part 1: Sexual Harassment in the Workplace 
2	Part 2: Two Main Types of Sexual Harassment 
3	Part 3: Who can be the Target of Sexual Harassment? 



**Thank you for taking our course!**

6. After you complete the course you will be provided with a certificate of completion. View this by going to your dashboard (explained on the last page) and clicking print your certificate.

Course Status: Completed

PRINT YOUR CERTIFICATE

### Course Content

Lessons	Status
1	Part 1: Sexual Harassment in the Workplace 



6. After you complete the course you will be provided with a certificate of completion. View this by going to your dashboard and clicking print your certificate.

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## **EXTRA INFO**

### **View Dashboard**

View your dashboard by hovering your mouse over the LOTG! Login button in the navigation and click my account.

### **Empty Certificate**

If your name is not shown on the certificate of completion navigate to your dashboard. From there, click the account details tab. Update that form with the correct information and click save. Last, navigate back to the NYS Sexual Harassment course page and click the print certificate button again.

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**Thank you for taking our course!**

[www.dceffconsult.com](http://www.dceffconsult.com)