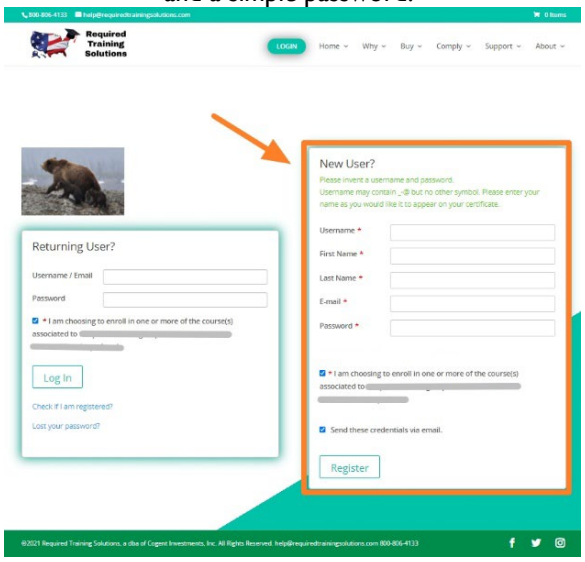
Dear Chicago worker,

Illinois law SB75 requires Illinois employers to provide sexual harassment prevention training to every employee, every year. Superseding this, Chicago City Council Ordinance 2022-665 requires employers to provide sexual harassment prevention training AND bystander intervention training for all City of Chicago workers every year. Supervisors must receive 1 hour of bystander intervention training, and 2 hours of sexual harassment prevention training. NON-supervisors must receive 1 hour of bystander training, and 1 hour of sexual harassment prevention training every year.

To comply with the statutes, the courses are interactive: lots of reading and clicking, with interim practice quizzes and a final exam. Please see below for instructions to a link to the courses you must complete. It does not matter which course you take first or second. The courses may be started and stopped as many times as necessary. When you return to the course, you will not lose your place or progress. The courses can be taken from any web-connected device, such as a tablet or smartphone.

Please see your unique hyperlink attached.

Please do not share this link with others, even within the organization. They may need to take a different course and thus will need a different link.

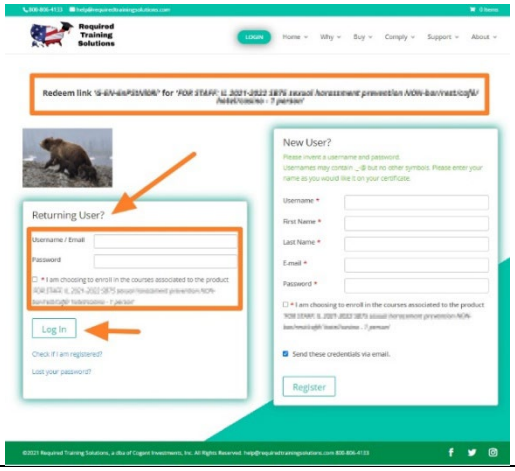
<table>
<tr><td>Redemption/enrollment – New Users
(you have never trained with the Required Training Solutions company before)</td><td>Redemption/enrollment - Returning Users
(you've done this before)</td></tr>
<tr><td>In the redemption/enrollment screen, new users will use the New User box to invent a unique username (it can be the same as your email address) and a simple password.
 
</td><td>IF you've previously trained with us AND your device is currently logged in to our system AND you received a link for a NEW training course or bundle, click on that link TWICE to attach the new course or bundle to your existing student account.

The first click will log you out.

<u>Don't</u> log back in at this point but instead click again on the hyperlink you were given as instructed in the pop-up message.

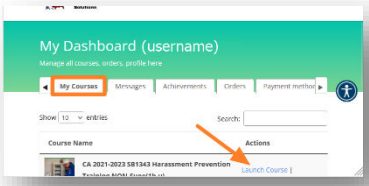
The second click will take you to a redemption screen where you redeem the new prepaid course or bundle by logging back in as a Returning User.

If you don't see the new course(s) listed under your My Courses tab, you may not have clicked the link twice as instructed above. Just do so again, following</td></tr>
</table>

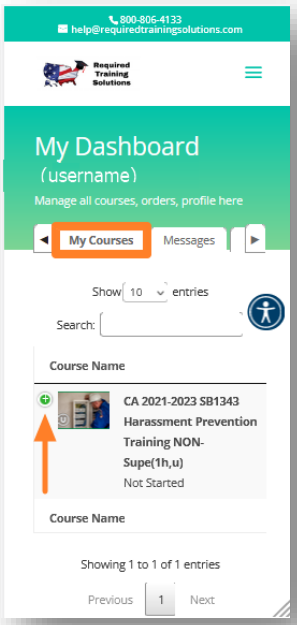
		the instructions on screen.
Check the box to enroll in the course at the same time as registering, and the checkbox to email yourself your username and password is also easy here. Enter your name as you would like it to appear on your certificate of completion. Click **Register**. You will be taken to the **My Courses tab of My Dashboard** where you should see the course waiting for you in status = Not Started. *If you don't see the new course listed under your My Courses tab, you may not have clicked the link provided **twice**. No worries, simply follow the instructions here for **Returning Users**, as you have now registered.*		**In the redemption/enrollment screen**, returning users already have a student account and thus will log in using the **Returning User** box. 
Having redeemed and enrolled above, next go to your **My Courses tab of My Dashboard** and click **Launch Course** to start (or resume) the training.		**Check the box to enroll** in the course. Click **Log In**. You will be taken to the **My Courses tab of My Dashboard** where you should see the course waiting for you in status = Not Started. *If you don't see the new course listed under your My Courses tab, you may not have clicked the link provided **twice**, or, you may have left the course enrollment checkbox unchecked. In which case, click on the link again, and repeat the instructions above.*

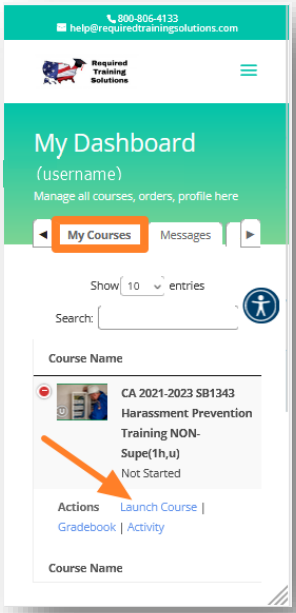
Having redeemed and enrolled above, next go to your **My Courses tab of My Dashboard** and click **Launch Course** to start (or resume) the training.

If you are training from a smartphone, you may have to scroll down and/or turn the phone sideways to see the course:

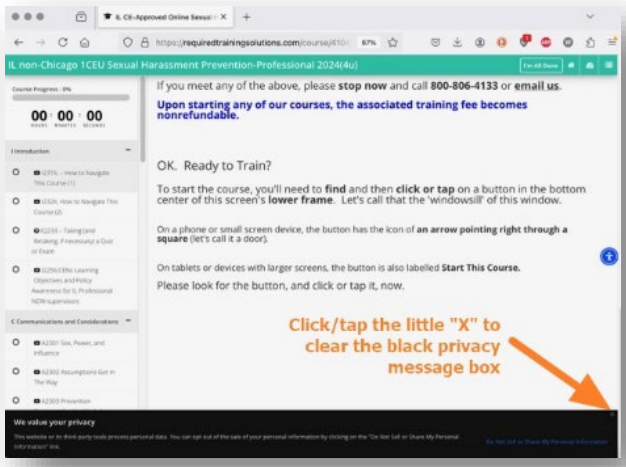


You may also need to click a green plus (+) icon to expand and see the Launch Course link (screenshots):





As you start your training, if a required cookies statement or privacy disclosure popup obscures any part of your screen, click the little X to make it go away. (Don't worry, we won't sell your data no matter what you click here, because we find that *very rude*!)



If you leave the training and need to return to it, please use this link:
https://requiredtrainingsolutions.com/my-account/

If you need help as you go through the training, there is a Help page in English at https://requiredtrainingsolutions.com/technical-help-faqs/ and in Spanish at https://requiredtrainingsolutions.com/technical-help-faqs-spanish/ .
You may also email help@requiredtrainingsolutions.com (preferred contact method), or call **800-806-4133** (leave a message, we will get back to you!) for support from a real live person, seven days a week.

When your training is complete, you will be taken to a page where you can download and/or print your certificate. You may want to keep a copy of this certificate at home for your records.

Thank you for helping us comply with the law.