



## TargetSolutions Login Instructions

1. To login, please go to [www.targetsolutions.com/palmbeachent](http://www.targetsolutions.com/palmbeachent) (please save or bookmark this link).

The screenshot shows a login interface for TargetSolutions. On the left is the seal of the Town of Palm Beach, Florida. On the right is a login form with the following elements:

- Header: TARGETSOLUTIONS
- Form fields: Email/Username (with a dropdown menu labeled "Which should I use?"), Password.
- Links: Password recovery.
- Button: Login.

2. Please enter your Username and, then click *Login*.

**Username:** Town of Palm Beach Email Address (i.e. [jsmith@townofpalmbeach.com](mailto:jsmith@townofpalmbeach.com))

**\*\*If you do not have a Town of Palm Beach email, your username should be: First Initial + Last Name + Last 4 digits of your Social Security.\*\***

***If you have trouble logging in, please contact TargetSolutions  
24/7 Login Support at 1-800-840-8048.***



## How to Launch an Assignment

1. A training activity/credential may be assigned to you directly. This training will be located under your **Schedule** on your Dashboard.

The screenshot shows the user dashboard for 'Town of Palm Beach General Employees'. The navigation bar includes 'Home', 'Administration', 'Community Resources', 'Account', and 'Help'. On the left sidebar, there are icons for 'Home' and 'My Assignments'. The main content area is titled 'Schedule' and contains a table with the following data:

NAME	DUE DATE
Sexual Harassment Prevention Training Compliance Training	Apr 23, 2018

2. Click on the activity/credential to view what assignments are within the credential. Once inside, click the 'Training That Applies' button to view which assignment(s) have been assigned to you.

The screenshot shows the 'SEXUAL HARASSMENT PREVENTION TRAINING' credential page. The breadcrumb trail is 'My Credentials > View Credential: Sexual Harassment Prevention Training'. Below the title, there is a progress bar for 'Compliance Training - Sexual Harassment Prevention Training' at 0%. A table lists the assignments:

STATUS	NUMBER	TOTAL HOURS	START DATE	EXPIRATION DATE
Active	1		Feb 16, 2018	Apr 23, 2018

Below the table, there are tabs for 'All', 'Completed', and 'Training That Applies'. The 'Training That Applies' tab is highlighted. Below this, there is a table for 'Sexual Harassment Training' with 0 of 1 items and 0% completion. The table has the following data:

TYPE	TITLE	PROVIDER NAME	NUMBER	APPLIED CREDIT	COMPLETION DATE
		TargetSolutions	1	1 hour(s)	



3. Click on the assignment to launch the training. The training course can be completed at your own pace. To exit the course, click on the **blue** square. To return to the course later, simply launch the course again from your **Schedule**.

**Sexual Harassment Awareness** Prev Next

## Objectives

After successfully completing this course, you will be able to:

- ✓ define sexual harassment
- ✓ identify the different types of sexual harassment
- ✓ explain the impact of sexual harassment in the workplace
- ✓ recognize your employer's and your own role in providing a harassment-free work environment
- ✓ describe what to do if you are a victim of sexual harassment at work

Sexual harassment is not acceptable in any work environment.

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TARGETSOLUTIONS

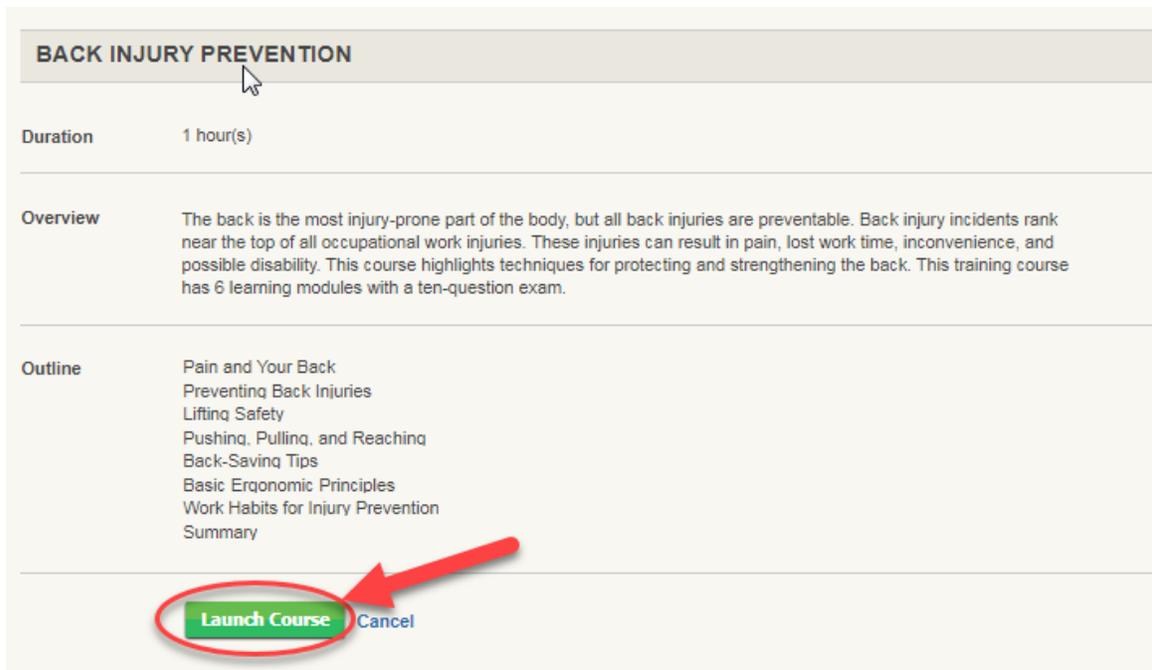


## How to Access Elective Training

1. A training activity/credential may be available to you, without being assigned. There are several courses available in the course catalog. To view the list and access this training, click on the **“Self-Assign”** icon/link on the left-hand side of the page.



2. A list of courses will appear next to the menu.
3. From this list click on the course you would like to take and it will provide a summary about the course: duration, overview description, and an outline.
4. Simply click on the green **“Launch Course”** button to continue or click on the **“Cancel”** link to choose a different course.



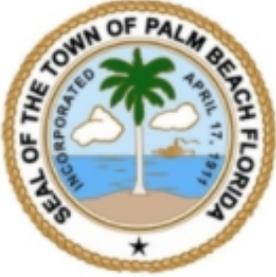


### How to View Training History and Print Certificates of Completion (if applicable)

1. Click on the **My History** tab.
2. Click on the “**Certificate**” icon in the details column to view your Certificate.
3. Click on the magnifying glass on the right-hand side to view the details of your completed training/activities.

Town of Palm Beach General Employees

Home Help



- Home
- My Assignments
- Self-Assign
- My History**
- My Credentials
- My Events
- File Center
- Forum

MY HISTORY

Search My History

Show Advanced Options ▾

TYPE	NAME	COMPLETION DATE	DETAILS
	Bloodborne Pathogens Safety	12/23/2016	
	Hazard Communication - GHS	10/05/2016	

DETAILS

3. Once opened, click **Print**.

Certificate



**Bloodborne Pathogens Safety**

CERTIFICATE OF COMPLETION  
This is to acknowledge that

Admin Admin

Has completed the online training and successfully passed the examination of the Bloodborne Pathogens Safety course in compliance with federal regulations: OSHA 29 CFR 1910.1030. [Record ID #96417670] Loudoun Water

Ted Cudal  
Ted Cudal, CSP, CHMM, CHCM, EMS-LA

December 23, 2016  
Date of Training

Certificate issued by TargetSolutions

**TARGETSOLUTIONS**  
Occupational & Environmental Courseware  
San Diego, CA

Print Close