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

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

   Username: **Town of Palm Beach Email Address (i.e. 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.

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

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.

3. Click on the assignment to the 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

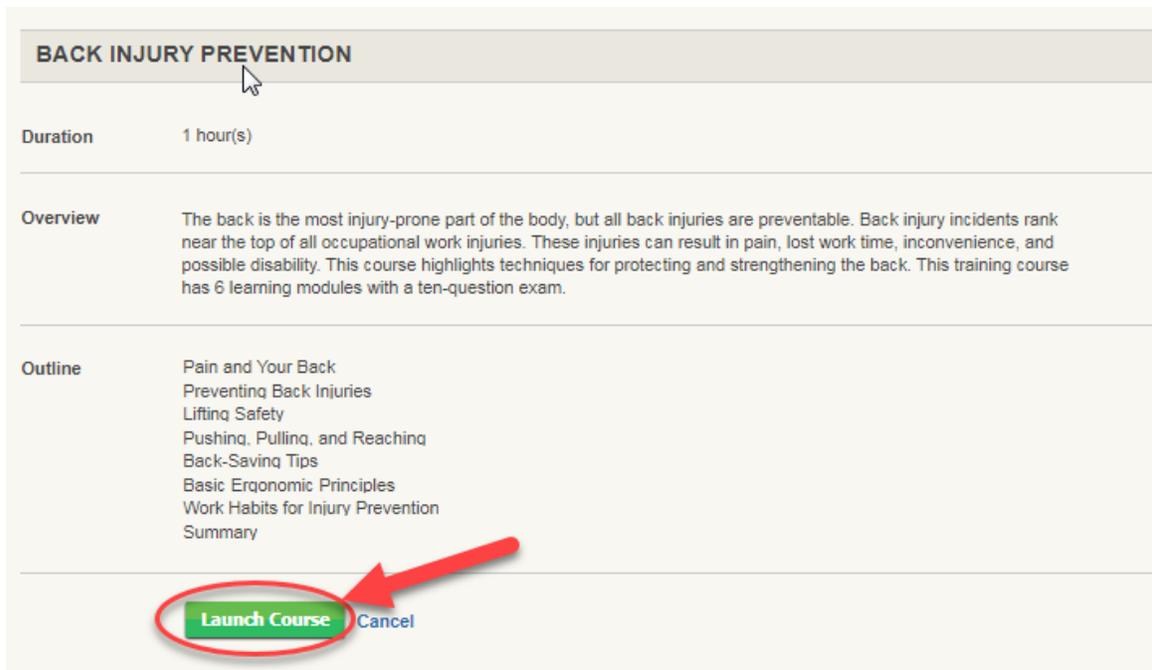**Sexual harassment is not acceptable in any work environment.**

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TARGETSOLUTIONS

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.

BACK INJURY PREVENTION

Duration	1 hour(s)
Overview	The back is the most injury-prone part of the body, but all back injuries are preventable. Back injury incidents rank near the top of all occupational work injuries. These injuries can result in pain, lost work time, inconvenience, and possible disability. This course highlights techniques for protecting and strengthening the back. This training course has 6 learning modules with a ten-question exam.
Outline	Pain and Your Back
Preventing Back Injuries
Lifting Safety
Pushing, Pulling, and Reaching
Back-Saving Tips
Basic Ergonomic Principles
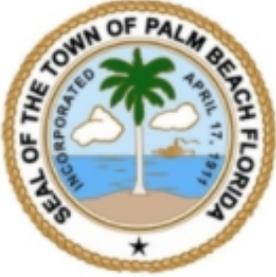Work Habits for Injury Prevention
Summary

Launch Course Cancel

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.

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