



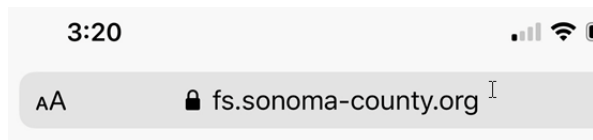
Accessing the County's Learning Management System from Home

Whether you are using the internet or VPN, you can access **sonoma higher ed** (or '**ed**') from home. Below, we walk you through the various scenarios for access. You should know that '**ed**' is a cloud based system, it does not reside on a County server. Using CHROME is strongly recommended. Here are the urls to access '**ed**'.

- **If you are in HSD**, <https://sonomacounty-hsd.sabacloud.com>
Username: Your HSD email
Password: A password that you create (details below) or have created
- **If you are with the Water Agency**, <https://sonomacounty-water.sabacloud.com>
Username: Your HSD email
Password: A password that you create (details below) or have created
- **If you are a County employee (not in the Water Agency or HSD)**
<https://sonomacounty.sabacloud.com>
Username: The same Username you use each day to log into your computer
Password: The same Password you use each day to log into your computer

Whether you are on VPN or using the internet, the directions for accessing '**ed**' are the same.

1. Using Chrome, select the url above for your department – HSD, Water, or all remaining County departments
2. You will then enter your WIN username and password – the same username and password that you use to log into your computer each day.



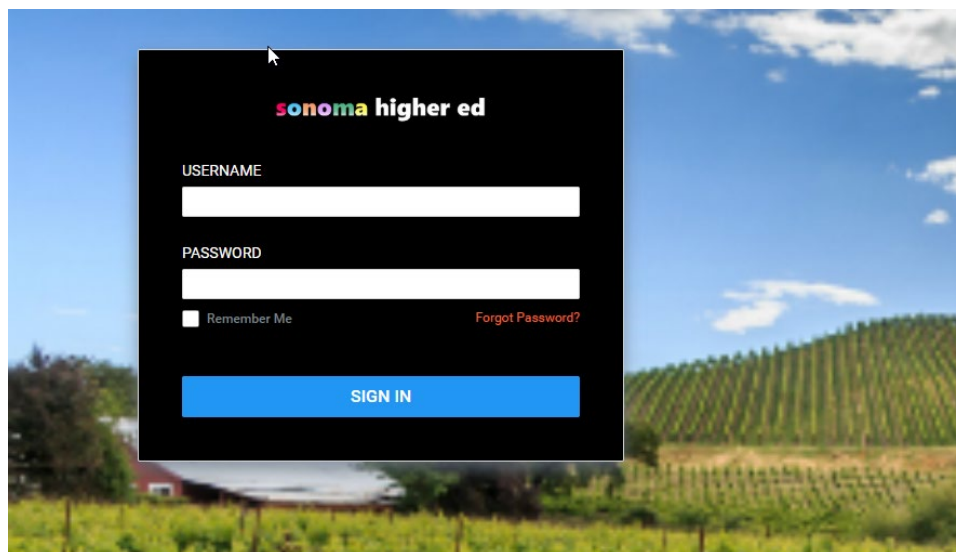
County of Sonoma

Sign in with your organizational account

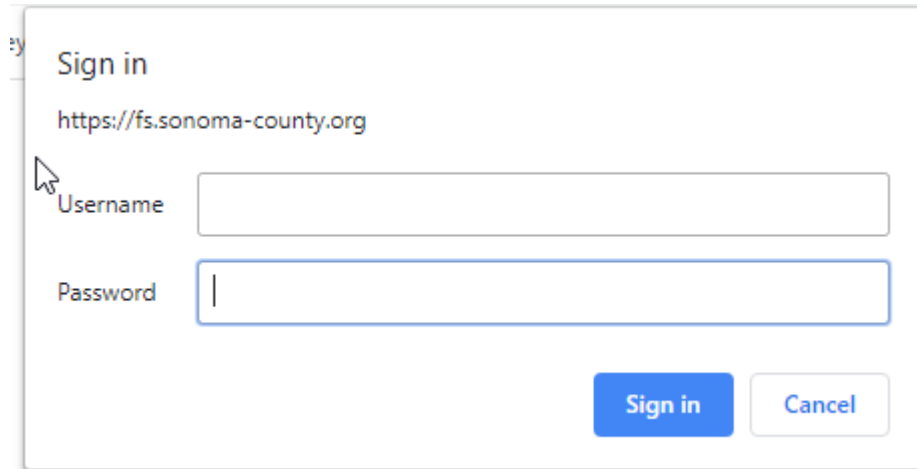
Sign in

You will now be taken to **sonoma higher ed**. Some new users may receive a screen asking you to activate your account. Click on the 'Activate' button and proceed with Step 3 or 4.

3. If you are in HSD or Water, your '**ed**' username is your email address. Your password is the one you have created, or will create, for yourself. If this is your first time logging into '**ed**' OR you have forgotten your password, click on the **Forgot Password?** link, go to your County email, and follow the directions sent to you for logging in.



4. If you work in a department other than HSD or Water, you will enter your WIN username and password in the window below. This is the same password you use to log-in to your computer every day. It does not matter if this is your first time using **sonoma higher ed** or you are a frequent user, you will be taken to **'ed** immediately.



The image shows a 'Sign in' dialog box with the following elements:

- Title: Sign in
- URL: https://fs.sonoma-county.org
- Username field: A text input box with a mouse cursor pointing to it.
- Password field: A text input box with a vertical line indicating the start of the password.
- Buttons: A blue 'Sign in' button and a white 'Cancel' button.

5. Support

When you have questions or need support please contact the LMS team in HR-Workforce Development:

sonoma.higher.ed@sonoma-county.org

707-565-2964

6. Complete your 2020 on-line training requirements **sonoma higher ed**

The County of Sonoma strives to maintain a workplace free of harassment, discrimination, and retaliation. Our ultimate goal is for everyone who works for, with, and/ or receives services from the County of Sonoma to find that our culture is one that is built upon respect, inclusion, and individual dignity.

All County managers and supervisors have likely taken AB 1825 training. New legislation (SB 1343) requires all employees to complete two hours of harassment prevention training.

During 2020, and every two years thereafter, all County employees (including extra-help and interns) are required to take the same two-hour training, *Preventing Harassment, Discrimination, and Retaliation in the Workplace* (aka *Common Ground*) that meets all legislative requirements. Employees who have already taken

the training will remain on their two year cycle.

1. Go to 'My Plan' and you will find the course in your dashboard. When you are ready to take it, simply click on 'Launch'.
2. This course is 2 hours long, divided into two parts. Part 2 indicates that it is for supervisors and managers. However, the County is mandating that all staff take the full 2-hour training. All staff must complete both parts to receive a successful completion.
3. One of the nice features of the course is that once you select a resolution to the problem presented, and watch it play out via video, you can return to the screen that contains the options and select a different resolution and see how that plays out, too. This feature challenges you to examine the issue from different perspectives.
4. You do not need to take the 2-hour course in one sitting. When you return to the course, it will start up where you left off. The course is actually tracking the time you spend in taking it. You must spend a minimum of 2 hours, although you can take longer if needed.
5. When you get to the end, be sure to allow the course to indicate to you that you have successfully completed it. If, after you close out the course, it still indicates 'in progress' on your 'My Plan' dashboard, contact sonoma.higher.ed@sonoma-county.org and we will investigate. It is your responsibility to ensure that the course indicates 'Successful' to give you credit for completion.

Here are other online trainings you may find interesting.

Simply search for any of the titles below in *sonoma higher ed* to access:

Search for Working Well with Everyone

- 01 – What is Diversity?
- 02 – The Diversity Continuum
- 03 – The Mistake of Stereotyping
- 04 – The Power of Inclusion
- 05 – Diversity = Greatness

Search for Cross-Cultural Considerations

- 03 – Cultural Intelligence

Search for Defeating Unconscious Bias

- Defeating Unconscious Bias

You may also want to view these web-based coronavirus-related trainings:

- ◆ What Should You Do If You Get the Flu (CDC)
- ◆ What You Need to Know About Handwashing (CDC)
- ◆ Live Handwashing Presentation (CDC)
- ◆ Happy Handwashing Song (CDC)
- ◆ Cover Your Coughs and Sneezes (CDC)
- ◆ COVID-19: Stop the Spread of Germs - Silent (CDC)
- ◆ Clean Hands Help Prevent the Flu (CDC)
- ◆ Disposable Glove Removal Safety (UCLA-EHS)
- ◆ The Right Way to Cover Your Cough (Hamilton Healthcare)
- ◆ COVID-19: What Older Adults Need to Know (CDC)
- ◆ COVID-19: CDC Briefing Room 3/9/2020 (CDC)
- ◆ COVID-19: How Does the Coronavirus Spread? (CDC)
- ◆ COVID-19: How Can I Protect Myself? (CDC)

Or these on working remotely:

- ◆ Working Remotely
- ◆ Healthy Communications: Communicating with Your Remote Team

Thanks for using ***sonoma higher ed.*** If you need assistance, please contact us.

sonoma.higher.ed@sonoma-county.org

707-565-2964