



OFFICE OF THE GOVERNOR

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JB PRITZKER
GOVERNOR

Notice of Mandatory 2019 Sexual Harassment Prevention Training

Dear State Employee:

The State Officials and Employees Ethics Act requires all state employees, appointees, and officials complete sexual harassment prevention training on at least an annual basis. 5 ILCS 430/1 *et seq.* Past training you have received on sexual harassment prevention may complement and overlap with this training, but training under the Ethics Act covers new ground in important respects and lays out the various reporting options for sexual harassment available to you.

The 2019 training discusses several topics, including identifying different kinds of sexual harassment, how to report sexual harassment, employees' rights and responsibilities related to investigations, and protections against retaliation for employees who report sexual harassment.

Your agency has registered you to participate in the Governor's Office's interactive, Internet-based course. Without interruption, this course should require 30 to 60 minutes to complete.

Sexual Harassment Prevention Training begins October 16, 2019. This online training is mandatory for all staff and must be completed by December 4, 2019.

Follow the instructions below to take the training:

1. Go to <https://onenettraining.illinois.gov/shp>
2. At the Login screen, enter your OneNet username and password. (This is usually your Illinois.gov username, but may be different for your agency. Contact your Ethics Officer or Training Administrator if you are not sure.)
3. Complete the training, making sure to click the "I certify..." button at the end.
4. When you see the screen that says "Training Completed", you're done! Even if you don't print your certificate, the system will record your completion of the training.

If you have questions about your need to participate in this training, do not have a OneNet account, do not have access to a computer, or have difficulty understanding the training materials, please contact your Ethics Officer.

If you have difficulty logging in to OneNet, contact your Agency Help Desk or the DoIT Help Desk.

Please do not wait until the very end of the training period to start your training. If you run into a problem, you must seek the assistance of your Ethics Officer, Training Administrators, or Help Desk.

Individuals who may seek accommodations under the Americans with Disabilities Act or other similar State or federal law should notify their State agency ahead of training in accordance with agency policy. The training has been formatted to be compatible with screen readers and contains no audio.