

Subject: County of El Dorado, Implicit Bias self-paced eLearning

Good Afternoon El Dorado County Commissioners – To support the County’s initiative for all Commissioners to complete Implicit Bias training, they have made a self-paced eLearning course available to you.

This course takes ~2-hours to complete. You are not required to complete it in one sitting. However, if you decide to stop and exit the course before you have completed it, you will need to fully complete the module that you are in before exiting. If you exit in the middle of a module, when you come back to the course, you will have to complete that module again. As long as you finish a module before exiting, the system will remember where you left off and you can start the next module.

In addition, the system will time out for inactivity after 20-minutes and you will be automatically exited. If that happens, you will need to login again and restart where you left off.

If you previously participated in the County’s Implicit Bias training, you do not need to complete the eLearning and you can disregard this message.

Here are the instructions for registering for the eLearning and for access later.

Please click [Implicit Bias – County of Eldorado](#) to register for the eLearning session.

1. Click on the “**Register**” tab on the right of the screen
2. On the **Login Page** fill in your: first, last, and email - click “**Continue**”
3. Complete the required fields and answer the questions at the bottom on the contact information page and click “**Continue**”
4. You can access the eLearning by clicking on the “**Launch**” link under registrations details
5. For any reason you don’t complete the eLearning session, please refer to the instructions below to regain access

You can access the eLearning anytime by following these steps:

1. Click [Login](#) to access the login page
2. On the **Login Page** fill in your: first, last, and email - click “**Continue**”
3. Once on the Attendee Profile, click on the “**Registrations**” tab
4. Click on the “**Launch**” link to access the eLearning

If you have any difficulty registering or accessing the course, contact the CPS HR Training Center, cpshrs@cpsshr.us.

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