



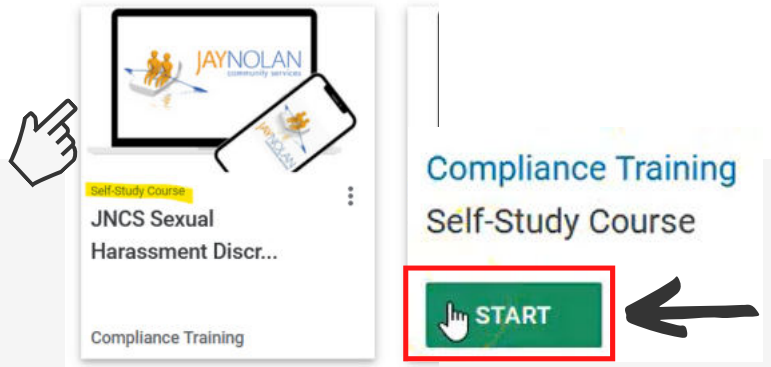
How to Take Self-Study Courses

Some training classes are 'Self-Study Courses.' They are available on-demand and can be taken whenever you want. To take an on-demand class:

1

Login to Paycom & access **Paycom Learning**. **Browse Available Learning**

Select the class you want under "Browse Available Learning"



2

Click "Start" to begin the training. This opens up a slideshow.

3

Open the second slide in the **Menu** and review the instructions and technical requirements.

Note: Make sure you are using the appropriate browser and device to complete your training.

JNCS Sexual Harassment
Discrimination Prevention
Training / Capacitacion en
prevencion de discrimina

JNCS Sexual Harassment
Discrimination Prevention Training /
Capacitacion en prevencion de
discriminacion por acoso sexual de
JNCS

<https://www.dfeh.ca.gov/shpt/>

Upload your Harassment and
Discrimination Prevention Certificate
HERE/ Sube tu Certificado de
Prevención de Acoso y Discriminación
AQUÍ

4

Click on the **URL / website link** provided to begin the training. You can take the course in whichever language you are most comfortable with.



5

Follow along with the course. Make sure you have the time available to complete the course in one sitting.
Download your certificate when finished.

6

Return to the class on Paycom Learning and click on the third slide in the menu titled "Upload your Certificate."

7

Upload your certificate to receive credit. Make sure to click "confirm" to finalize your submission.

All done! You will receive a notice of approval or feedback by email within 7 days.

