



To: California Field Management

From: Human Resources

Date: September 13, 2007

SUBJECT: Required Training Programs

As many of you saw in a recent store communication, it's been two years since the law requiring sexual harassment prevention training for managers in California took effect. That law requires those who supervise or direct the activities of others to repeat this training every two years. It's now time for anyone who completed the initial training before January 1, 2006 to renew, and for anyone in a management position who hasn't yet completed the training to do so.

In addition to store management, the following positions must also satisfy this requirement:

- District Manager
- Regional Vice President
- Human Resources Manager
- Human Resources Specialist
- Trainer/Recruiter
- Loss Prevention Manager
- Asset Protection Manager
- Regional Sales Manager
- District Sales Manager
- Other Managers/Supervisors

Even though some of these positions do not have direct reports, we feel it is important that they complete the training. You're receiving this memo because you're in one of the above positions. We realize that some of you have recently satisfied this requirement, and for those of you who have no action is necessary at this time. Refer to the guidelines below regarding when this training is due:

- Anyone in the above positions who completed the initial training in 2005 or who has not yet completed the training will be required to complete it by November 1, 2007. You will be notified in a separate email if your due date is November 1st.
- Anyone in the above positions who completed the training on or after January 1, 2006 will be required to recertify within two years of their initial completion date. You will be notified by email one month before that due date. Please do not attempt to recertify at this time.

To complete this training in a timely and efficient manner, CSK has contracted with an online learning company (Corpedia) to provide the training online. The interactive program is self-directed and typically takes from 2 to 2 ½ hours to complete. You may complete the course from any computer with high speed internet access*. This training will not be available through store systems. See detailed system requirements and instructions for accessing the course, enclosed.

We'd also appreciate your help encouraging members of store management in California to comply with this requirement. To the degree possible, we want the associates required to complete this training to take advantage of the online course. If you or any of your associates are unable to complete the online training on either your company-provided computer or a personal computer, please contact your HR Manager, who will do his or her best to help you find a location where you can complete the training. Only when circumstances require it will classroom training be offered.

We hope that you find the course helpful. We also appreciate you doing your part to create an atmosphere of professionalism and mutual respect at CSK Auto.

CC: Greg Langdon
Bob Montgomery

Tim Goddard
Ed Plueger

Greg Livingston

Online Training Instructions

Getting Started

Before entering the course, *be sure to turn off any pop-up blockers* that you may have installed on your computer. Pop-up blockers can interfere with the proper operation of the course. It also is a good idea to close any other programs that you have open. To enter the course, open your Internet browser and enter this link:

<http://www.corpedia.com>

1. Click on the blue "Client Login" button at the upper right hand side of the screen, and enter your login info:

Username: 6 digit Employee ID Number
Password: train
Company: csk

2. The system will check your browser for compliance with technical requirements. If your browser does not meet the requirements, you will be automatically guided in adjusting the settings and/or downloading and installing the latest Flash plug-in.

3. Enter the Edit Profile Page (under the 'User Options' menu) to check your information and make any necessary changes. We recommend recording your personal email address in your profile, so that you can have your password emailed to you in case you forget it. Click the "save" button when finished. You will be returned to the Training Menu.

4. You may choose a new password by accessing the Change Password page (under the 'User Options' menu). Please remember your password, as you will need it to login in the future. Click the "Change Password" button when finished. If you forget your password, you can have it emailed to you if you provided an address when setting up your profile in step 3, above. To request your password, submit your username and company at the following URL: <http://www.corpedia.com/welcome/forgotpass.asp>. If you did not provide an email address in your profile, you must contact Corpedia at (602) 712-9919 or support@corpedia.com.

5. Enter your Training Menu. The course, CSK - Sexual and Other Workplace Harassment: California Manager's Edition, will appear in the "Courses you are registered for" column.

6. Select the "start" button to the left of the course title to begin training.

Entering and Exiting the Course

We encourage you to take the course straight through. If necessary, however, you can exit the course and your place will be saved. If you do exit the course before you finish, *be sure to use the "Exit" button at the bottom left side of the screen*. When you re-enter the course, you will be taken to the page that you were previously on.

At any time you can see where you are in the course by viewing the "menu" on the left side of the screen. Folders in green are sections you have already completed. The course follows a linear flow and you cannot skip ahead to a section you have not already seen. You can, however, return to any section you have already viewed by clicking that module in the menu. To see the text for the current scene, click the "captions" button on the left side of the screen.

Completion

At the end of the course there is a 16 question test. You will not be marked as completed until you have passed this examination. You must answer every question correctly to pass. Upon completion, if you have entered your e-mail address into your profile, you will be e-mailed confirmation of your completion.

Corpedia System Requirements

Minimum System Requirements

Microsoft Windows 95/98/NT/2000/XP:

- Pentium II
- 64 MB RAM (later versions of Windows may require more system memory)
- 800 x 600 256 color display
- Connection to the Internet at 56K or better*
- Sound card and speakers or headphone jack
- Version 4 or above of Netscape, Internet Explorer, or AOL (with exception to Netscape 6) and Macromedia Flash 5 or better

Recommended System Requirements

Microsoft Windows 95/98/NT/2000/XP or Better:

- Pentium III or better
- 128 MB RAM or better
- 16 bit (thousands of colors) display with 800 x 600 resolution or better
- High speed internet connection (i.e. cable, DSL, or T1)
- Sound card and speakers or headphone jack
- Internet Explorer 5.5 or above with Macromedia Flash 6 or better

Corpedia uses auto-detection routines to check your browser for the Flash 5 or better plug-in, JavaScript and cookies. If any of these is neither present nor active, the system will redirect you to an error page and offer specific instructions.

In rare instances, Corpedia is unable to support computer systems that require certain programs which interfere with the normal operation of the Macromedia Flash plug-in and the Internet Explorer browser.

MAC System Requirements:

- Mac OSX 10.4 or greater
- Safari 1 and 2 browsers
- Firefox production version 1 or greater (beta versions may work, but are not supported)
- Macromedia Flash 5 plug-in or greater

Note: Microsoft IE for Mac OSX is NOT supported. Any browsers on the Mac OSX platform not listed above are not supported, and may present problems that do not allow for successful completion of Corpedia courseware.

***Important Note!** *You can complete the program using a dial-up connection. However, it may take more than 3 hours to complete, so it is not recommended.*

If your computer meets the above technical requirements, and you continue to experience difficulties accessing the site or the course, please contact support@corpedia.com.

As with any application delivered over the Internet, you may experience performance interruptions when you are in the course. If you come to a screen that will not load or you are not able to advance, you may wish to exit the course, clear your cache, and log back in. If you continue to have the same issue, wait for a period of time and try again. If this problem is persistent, contact support@corpedia.com.