

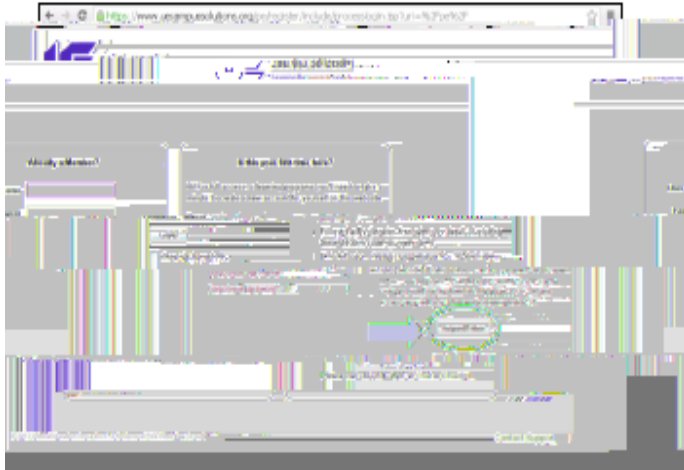
Accessing the Preventing Workplace Harassment Online Training

Instructions for New Staff, Faculty and Student Employees

The Learning Preventing Workplace Harassment/Title IX e-Learning workshop takes approximately 45 minutes to complete. If you need to stop your session at any time, you may log back into the system at any time and the course will resume where you left off. At various times, the course will recommend that you have a current version of Microsoft Internet Explorer, Firefox, or Google Chrome.

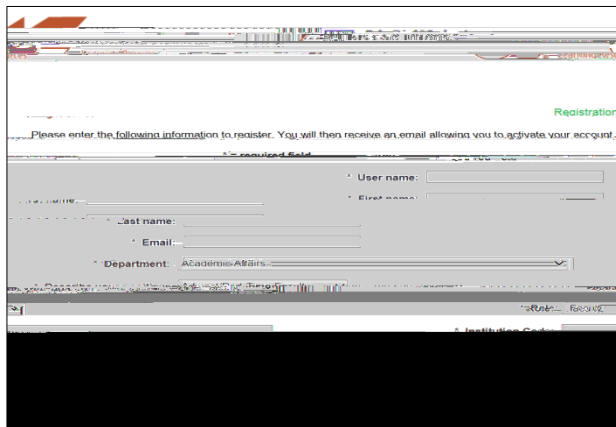
ACCESSING UNITED EDUCATORS CAMPUS SOLUTIONS

1. To access the training, please click on this link: [United Educators Campus Solutions](#). Please note, if you are having trouble using Microsoft Internet Explorer browser, try using [Firefox](#) or [Google Chrome](#) to access the training.
2. As a first-time user, you will need to register for a new account with United Educators. To register for a new account, select the "New User" link located on the right side of the screen in the box titled "New User Registration".



COMPLETING THE REGISTRATION FORM

3. Complete the registration form by entering the required information as denoted by the asterisk (*).



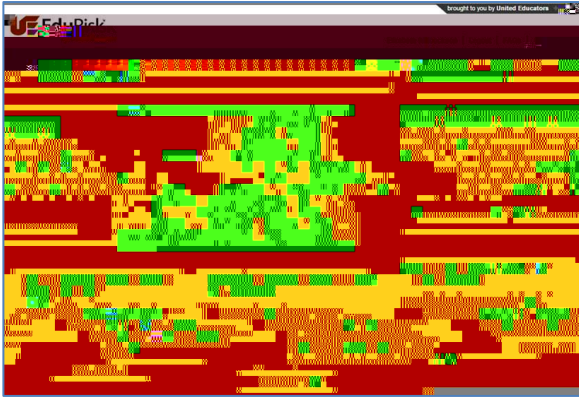
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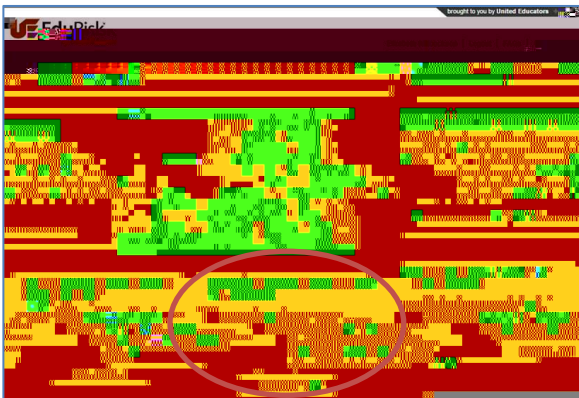
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COMPLETING THE WORKPLACE HARASSMENT PREVENTION COURSE

9. Once you log-in, click on [Workplace Harassment Prevention](#) .



10. Select course version, [Workplace Harassment : What Would You Do?](#) .



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PRINTING THE CERTIFICATE - CONTINUED

12. On the [Page 5](#), proceed to the section titled [Preventing Workplace Harassment](#) and click on the highlighted course name.

13. Print your certificate by clicking on the [Print Certificate](#) link in the bottom right corner.