

Accessing the Preventing Workplace Harassment Online Training

Instructions for New Staff, Faculty and Student Employees

Yeshiva University's e-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 refer to the University's [Unlawful Harassment policy](#).

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 **“Register Now”** link located on the right side of the screen in the box titled **“Is this your first time here?”**



COMPLETING THE REGISTRATION FORM

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

Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* = required field

* User name:

* First name:

* Last name:

* Email:

* Department:

* Describe your position:

* Role:

* Institution Code:

Employee ID:

Student ID:

Other:

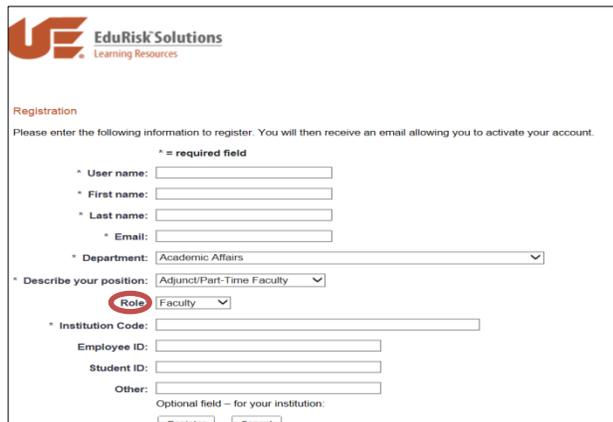
Optional field – for your institution:

Accessing the Preventing Workplace Harassment Online Training

Instructions for New Staff, Faculty and Student Employees

COMPLETING THE REGISTRATION FORM - CONTINUED

- For the **“Role”** section of the form, select the “Staff,” “Faculty,” or “Supervisor” option. **Please note, if you are a student employee select the “Staff” option.**



EduRisk Solutions
Learning Resources

Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* = required field

* User name:

* First name:

* Last name:

* Email:

* Department: Academic Affairs

* Describe your position: Adjunct/Part-Time Faculty

* Role: Faculty

* Institution Code:

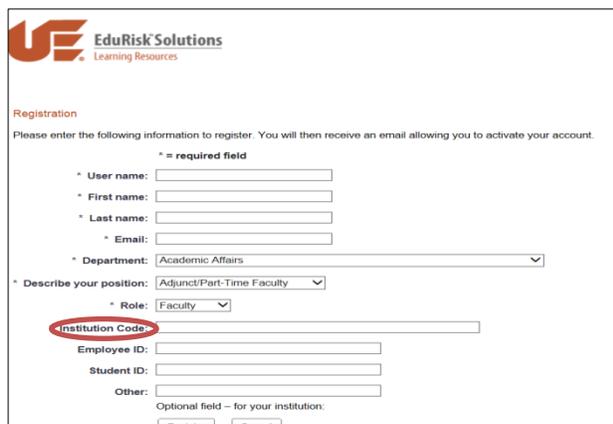
Employee ID:

Student ID:

Other:

Optional field – for your institution:

- The **“Institution Code”** is: **2475-UN37-XY12**. **Please note, do not include any spaces when entering this code.**



EduRisk Solutions
Learning Resources

Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* = required field

* User name:

* First name:

* Last name:

* Email:

* Department: Academic Affairs

* Describe your position: Adjunct/Part-Time Faculty

* Role: Faculty

* Institution Code:

Employee ID:

Student ID:

Other:

Optional field – for your institution:

- After you click "register," you will receive an email allowing you to activate your account.
- Make a note of your username and password for future use of the learning portal. If you forget, this information can be emailed to you.
- Use your username & password to log in via the link provided in Step # 1.

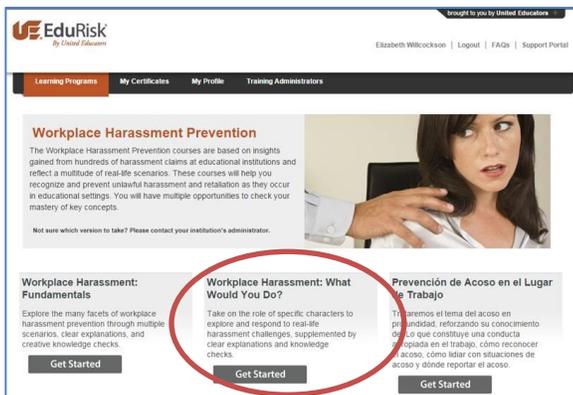
Accessing the Preventing Workplace Harassment Online Training Instructions for New Staff, Faculty and Student Employees

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?”

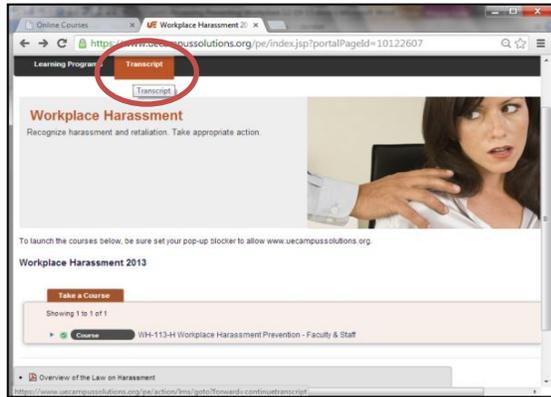


Accessing the Preventing Workplace Harassment Online Training

Instructions for New Staff, Faculty and Student Employees

PRINTING THE CERTIFICATE

11. Once you have completed all of the modules, including the test at the end of Module 5, please select the **"Transcript"** tab.

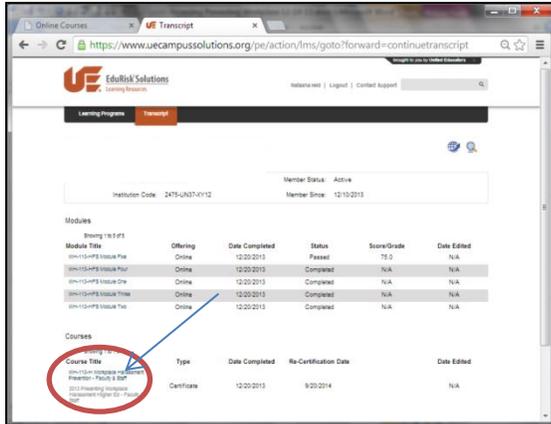


Accessing the Preventing Workplace Harassment Online Training

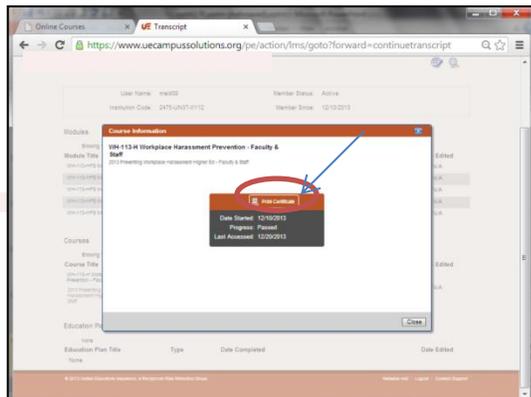
Instructions for New Staff, Faculty and Student Employees

PRINTING THE CERTIFICATE - CONTINUED

12. On the **“Transcript”** page, proceed to the section titled **“Course Title”** and click on the highlighted course name.



13. Print your certificate by clicking on the **“Print Certificate”** icon. New hires should provide a copy to the HR Representative and current employees to your supervisor or department administrator for their files.



If you experience any technical difficulties, please email websupport@ue.org or call (301) 215-9548.

If you have any other issues, please contact Human Resources at Training@yu.edu