

Instructions for Completing Title IX Training

Title IX and You: Protecting Your Campus

**A guide to combating sex-based discrimination
at your institution**



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Introduction

Furman is committed to maintaining and strengthening a community founded on civility and respect. Sexual harassment and assault are antithetical to the values and standards of the Furman community and are not tolerated. As members of this community, you play an important role in making our campus a safe place where everyone feels respected and valued.

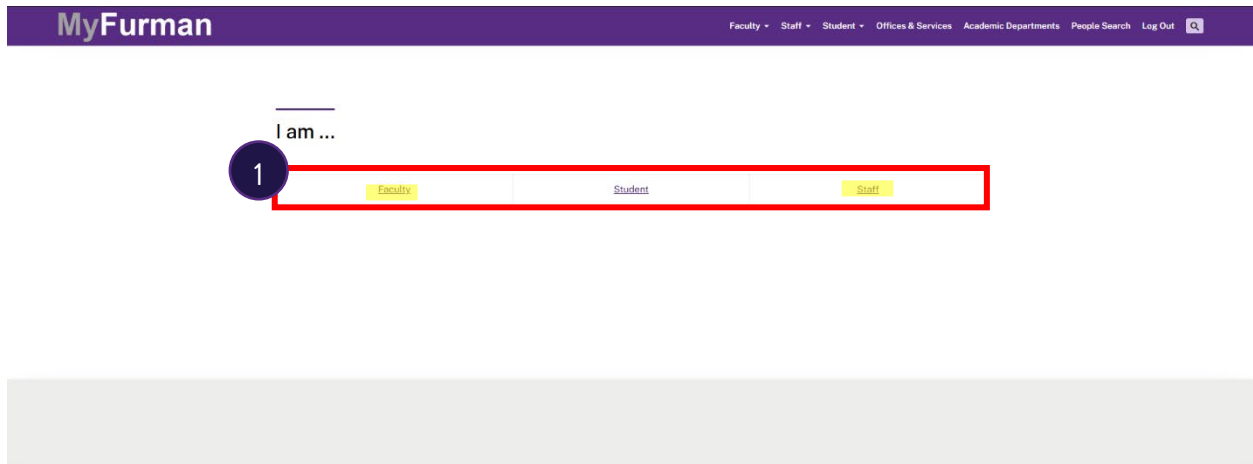
As you know, faculty and staff are required annually to complete an online course on preventing and addressing sexual misconduct, which contains important information about your responsibilities if a student or another employee reports concerns regarding sexual misconduct. Furman partners with United Educators, a company that offers training solutions for students and employees of post-secondary institutions in order to meet the compliance requirements set forth by Federal law.

The United Educators' Title IX training – “Title IX and You: Protecting Your Campus” is a blend of short videos, statements, and simple quizzes. Most have found that it can be completed in about 45 minutes.

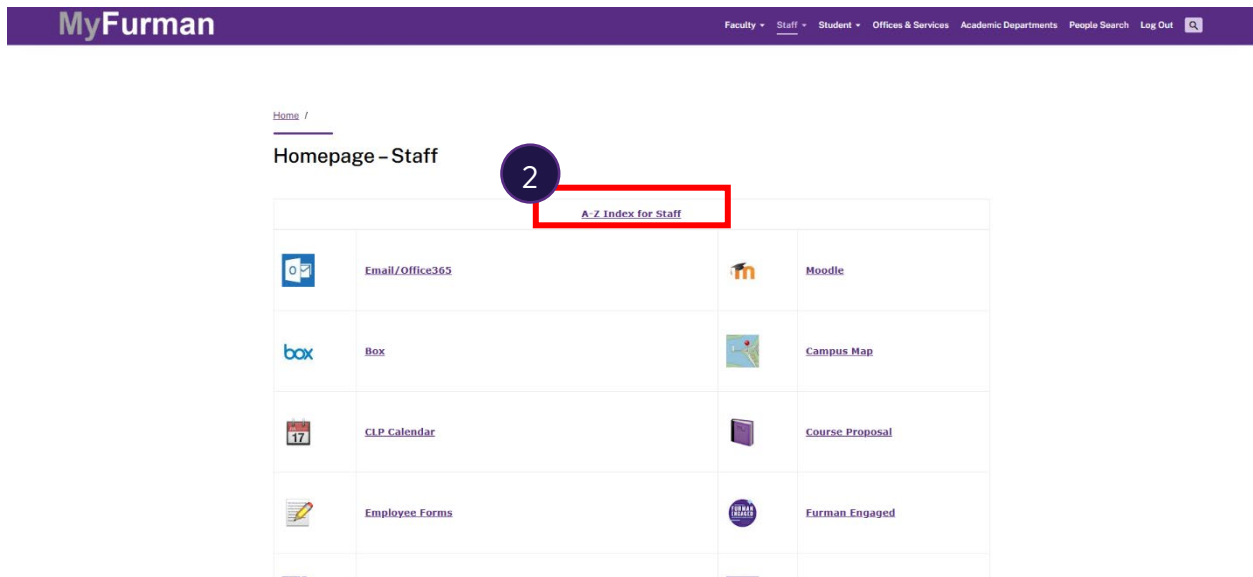
As there is no single sign on for this training, it will be necessary to follow the instructions provided in this guide to access the training and complete the training.

Furman faculty and staff are encouraged to take a few minutes to review Furman's Sexual Misconduct Policy at www.furman.edu/titleIX. This policy provides resources and support for those reporting sexual misconduct, as well as a fair and thorough process for investigating and resolving complaints. For questions regarding the policy, please contact Title IX and ADA Coordinator, [Melissa Nichols](#).

Access “Harassment Training” through MyFurman



1. After accessing MyFurman from the Furman webpage (network credentials required), select either “Faculty” or “Staff.”

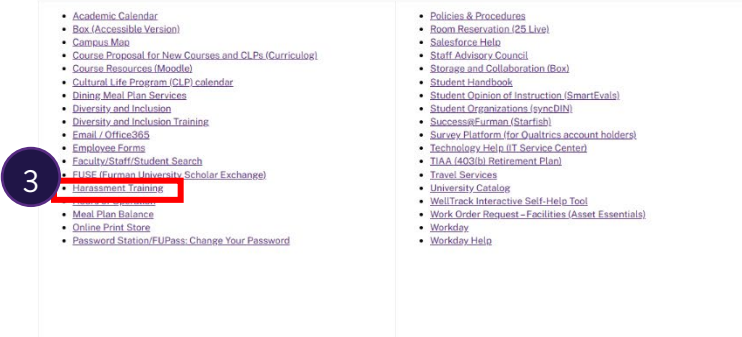


2. Select the “A-Z Index for Faculty/Staff.”

Home /

A-Z for Staff

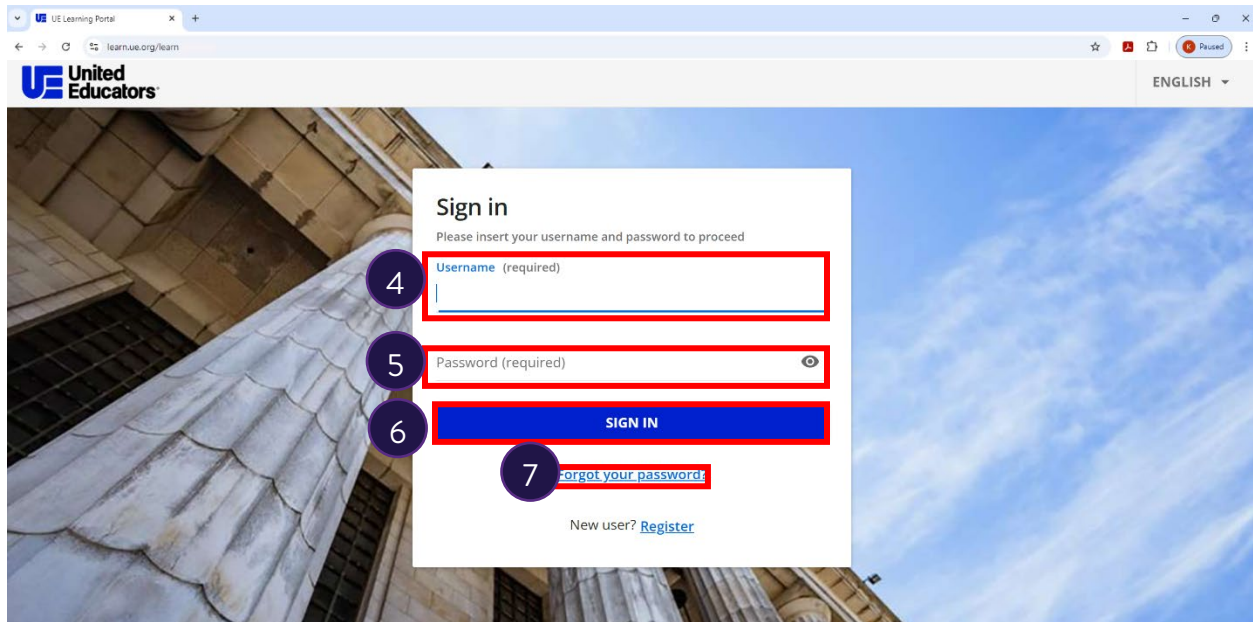
A-Z Index



- Academic Calendar
- Box (Accessible Version)
- Camous Map
- Course Proposal for New Courses and CLPs (Curriculose)
- Course Resources (Moodle)
- Cultural Life Program (CLP) calendar
- Dining Meal Plan Services
- Diversity and Inclusion
- Diversity and Inclusion Training
- Email / Office365
- Employee Forms
- Faculty/Staff/Student Search
- FUSE (Furman University Scholar Exchange)
- **Harassment Training**
- Meal Plan Balance
- Online Print Store
- Password Station/EUPass: Change Your Password
- Policies & Procedures
- Room Reservation (25 Live)
- Salesforce Help
- Staff Advisory Council
- Storage and Collaboration (Box)
- Student Handbook
- Student Opinion of Instruction (SmartEvals)
- Student Organizations (syncDIN)
- Success@Furman (Startfish)
- Survey Platform for Qualtrics account holders
- Technology Help/IT Service Center
- TIAA (403(b) Retirement Plan)
- Travel Services
- University Catalog
- WellTrack Interactive Self-Help Tool
- Work Order Request - Facilities (Asset Essentials)
- Workday
- Workday Help

3. On the left side of the A-Z Index, select “Harassment Training.”

Username, and Password (for First Time Use)



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4. From the United Educators Learning Portal login page, in the **Username** field, enter your Furman e-mail address.
5. In the **Password** field, enter the password assigned to you. This was provided to you in an e-mail from Melissa Nichols, the Title IX and ADA/Section 504 Coordinator. If you cannot locate the e-mail, or do not remember the assigned password, go to No. 7.
6. Select “SIGN IN.”
7. If an error message is received using the assigned password or you do not recall the assigned password, please select “Forgot your password” and create a new password.

Changing the Assigned Password

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- Last updated: February 18, 2021

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COOKIE PREFERENCES ACCEPT

8. Upon initially logging into the training website, at the bottom of the screen, manage your cookie preferences.

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Your information may be used for the presentation of advertisements. We may use ad networks to customize and display advertising on our Services. We may share certain information about you as a user (such as age, zip code, or other information we have collected or received) with certain ad network and service providers to help them deliver more relevant content and advertisements through their networks. We may from time to time work with other companies for certain services such as analytics or advertising, and you may be subject to their privacy policies as well, though you may opt out through them directly or contact us with questions.

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How to Contact Us

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I accept the terms of the privacy policy (required)

I DON'T AGREE I AGREE

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9. On this screen, you will be prompted to read the United Educators Privacy Policy and accept the terms. Check the required box to accept the terms.

10. Select “I AGREE” to continue.

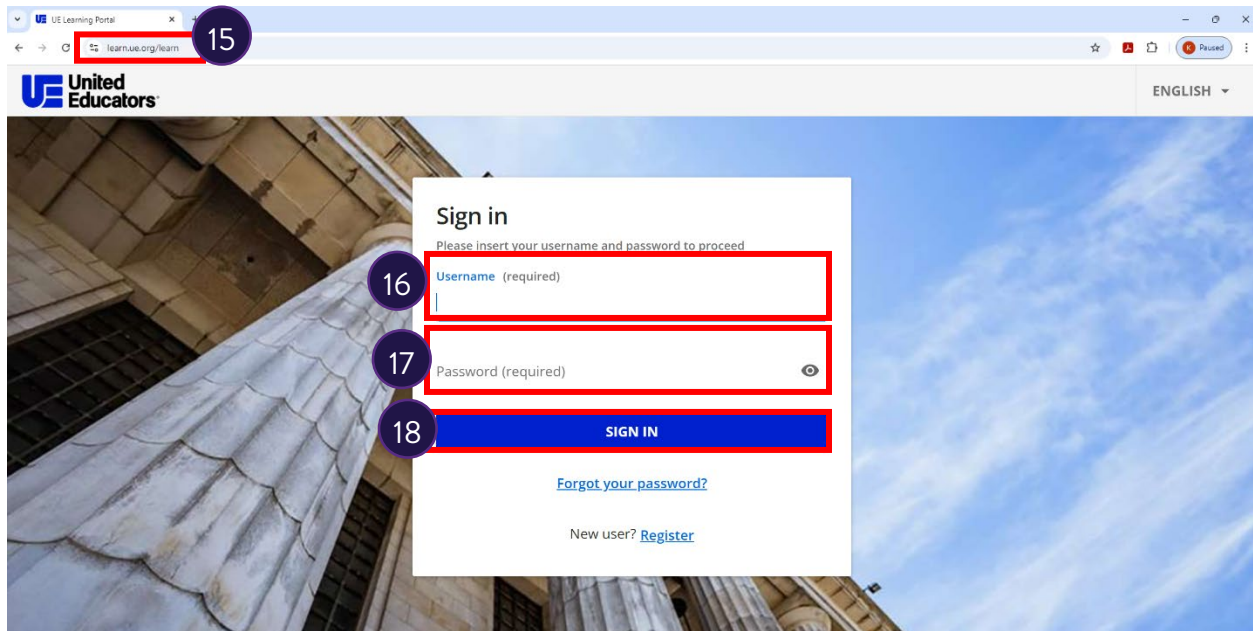
The screenshot shows a 'Change password' form with the following elements:

- 11**: A red box highlights the 'Your current password (required)' input field.
- 12**: A red box highlights the 'New password (required)' input field.
- 13**: A red box highlights the 'Confirm new password (required)' input field.
- 14**: A red box highlights the 'CHANGE PASSWORD' button.

Other visible text includes: 'Change password', 'You are required to change your password in order to access your platform', 'SIGN OUT', and 'CHANGE PASSWORD'.

11. On the “Change Password” screen, in the required **Your current password** field, enter your assigned password.
12. In the required **New password** field, enter your new password. Your new password must
 - Be at least six (6) characters long;
 - Include letters and numbers;
 - Be different from your username; and
 - Not be the same as your assigned password.
13. In the required **Confirm new password** field, retype the new password.
14. Select “CHANGE PASSWORD.”

Signing In with Username and Password



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15. You should be directed to the “Sign In” screen. If not, or if you are signing in at a time different from and subsequent to the time you changed your password, follow instructions Nos. 1 to 3 to access the United Educators Learning Portal login page from My Furman, or enter the web address, <https://learn.ue.org/learn>.
16. In the required **Username** field, enter your Furman e-mail address.
17. In the required **Password** field, enter the password.
18. Select “SIGN IN.”

The Learning Portal Screen

United Educators

Search content in the platform

Learning Center

Welcome to the Learning Portal
Delivering Solutions for Safe and Thriving Academic Communities

Training Administrator (TA): TA Contact Information:

CHANGE PASSWORD MY ACTIVITIES

Not Started Courses 1 Item

Not started Title IX and You: Protecting Your Campus
EN | E-learning | 20m 00s

19

In-Progress Courses

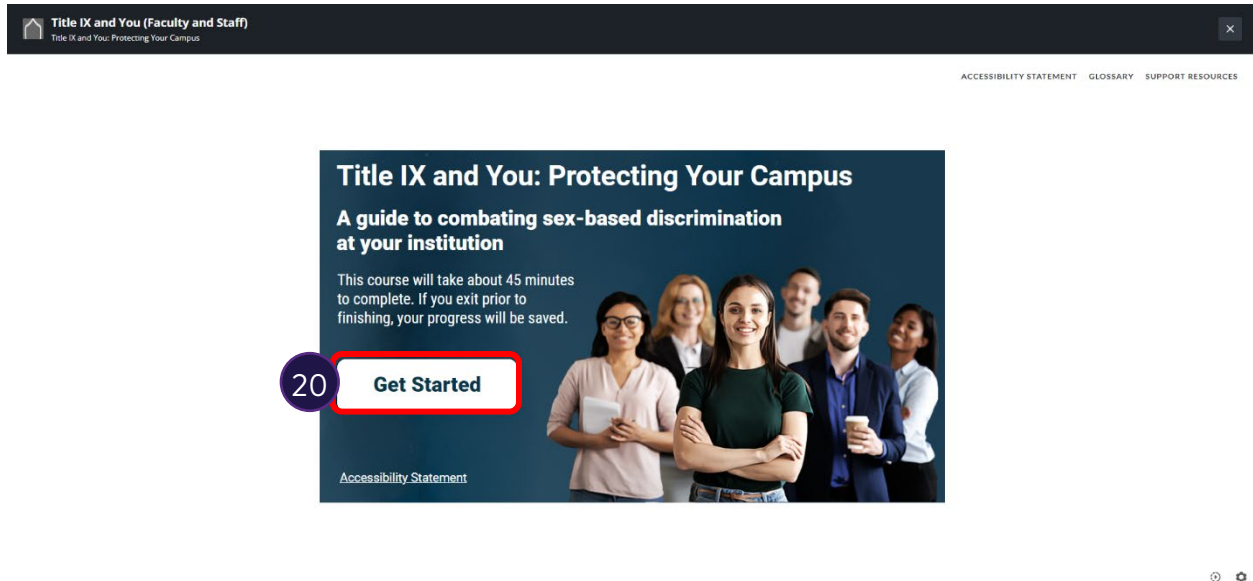
Completed Courses

Whoops, there's nothing here
Looks like there's nothing for you to do in this area right now.

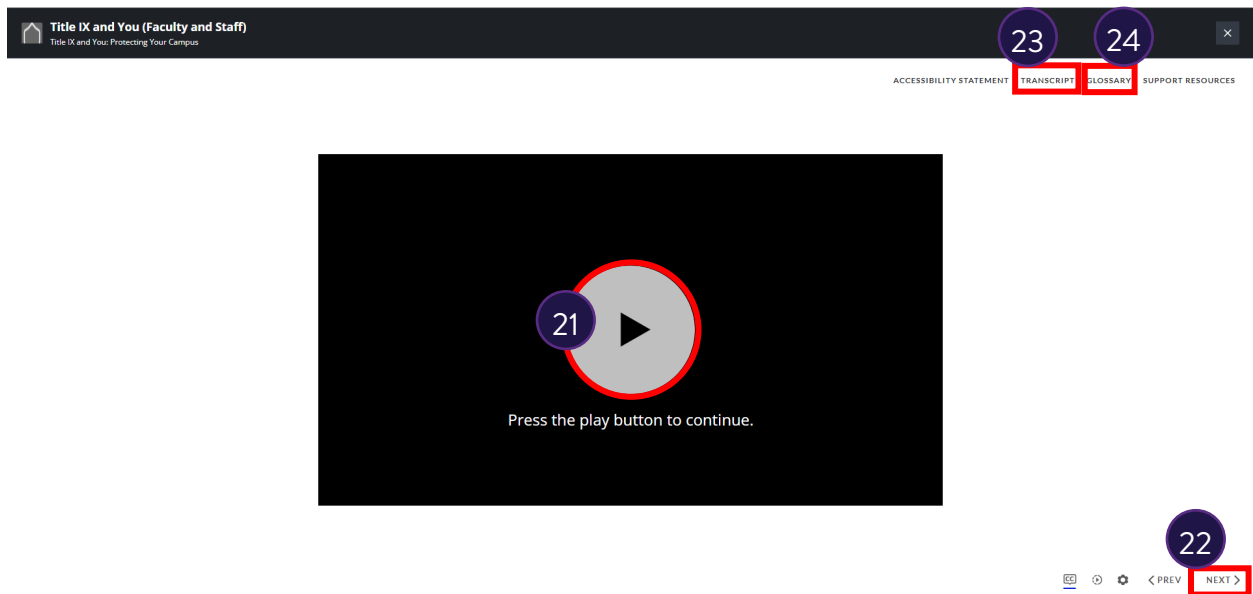
Whoops, there's nothing here
Looks like there's nothing for you to do in this area right now.

19. On the Learning Portal screen, there are three sections: “Not Started Courses,” “In-Progress Courses,” and “Completed Courses.” For the initial time accessing the course, the Title IX training shall be in the “Not Started Courses” section. Select “*Title IX and You: Protecting Your Campus.*”

Getting Started

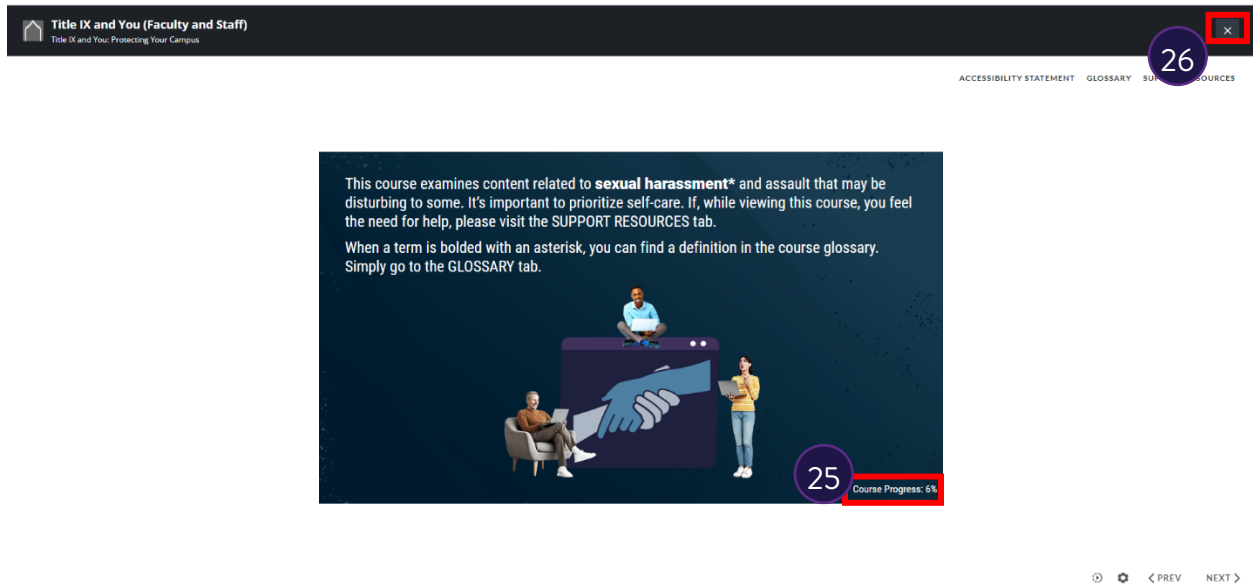


20. From the “Title IX and You: Protecting Your Campus” screen, select “Get Started.”



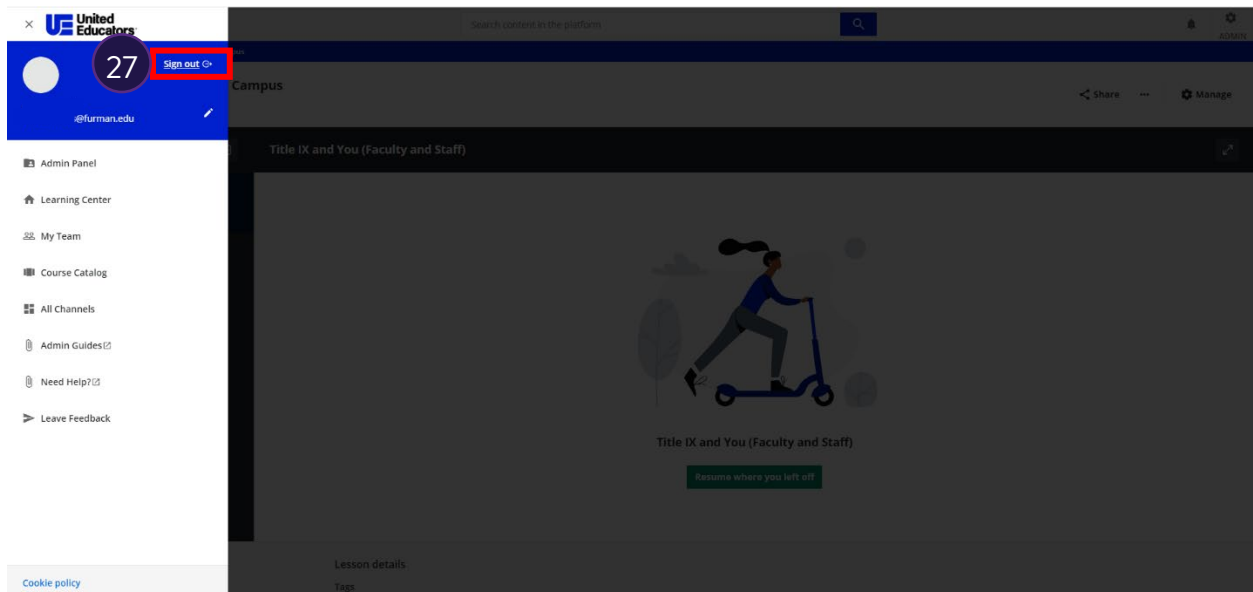
21. Select the play icon to initiate the training video.
22. At the conclusion of each section, at the bottom right of the screen, select “NEXT.”
23. For a transcript of the training, at the top right of the screen, select “TRANSCRIPT” if you wish.
24. For a glossary of terms used in the training (denoted by an asterisk “*”), at the top right of the screen, select “GLOSSARY” if you wish.

Pausing the Training



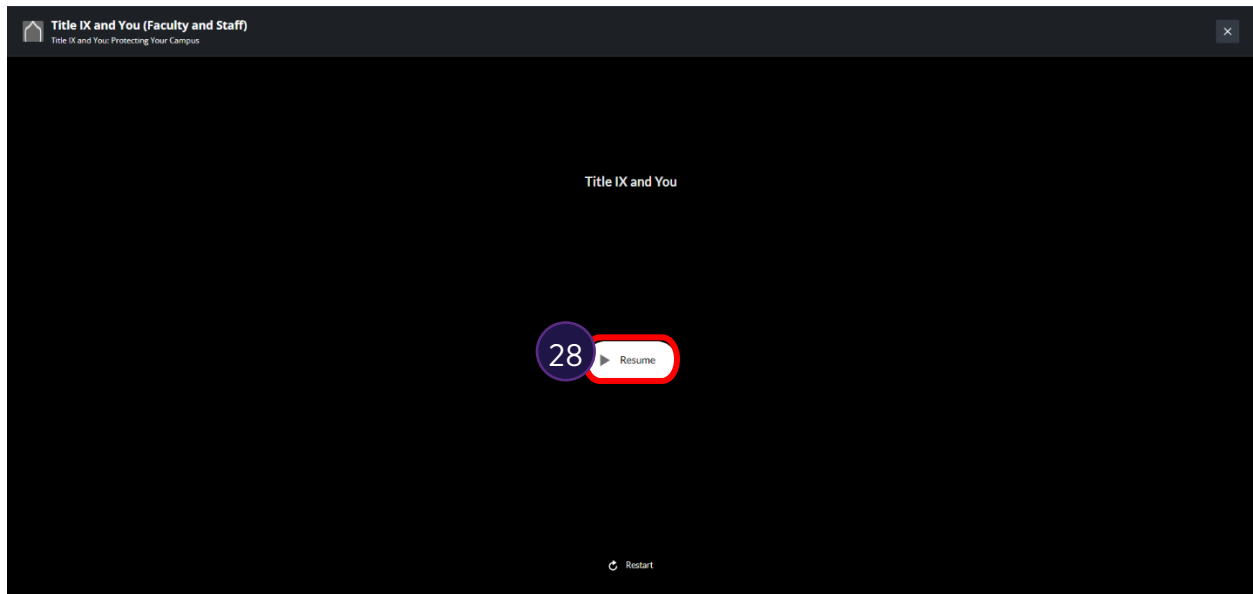
25. As you advance in completing the training, take note of the “Course Progress” bar, which identifies how much of the training has been completed.

26. If you are not able to complete the training upon initiating it, at the top right of the screen, select the “X.”



27. At the top left of the screen, select “Sign out.”

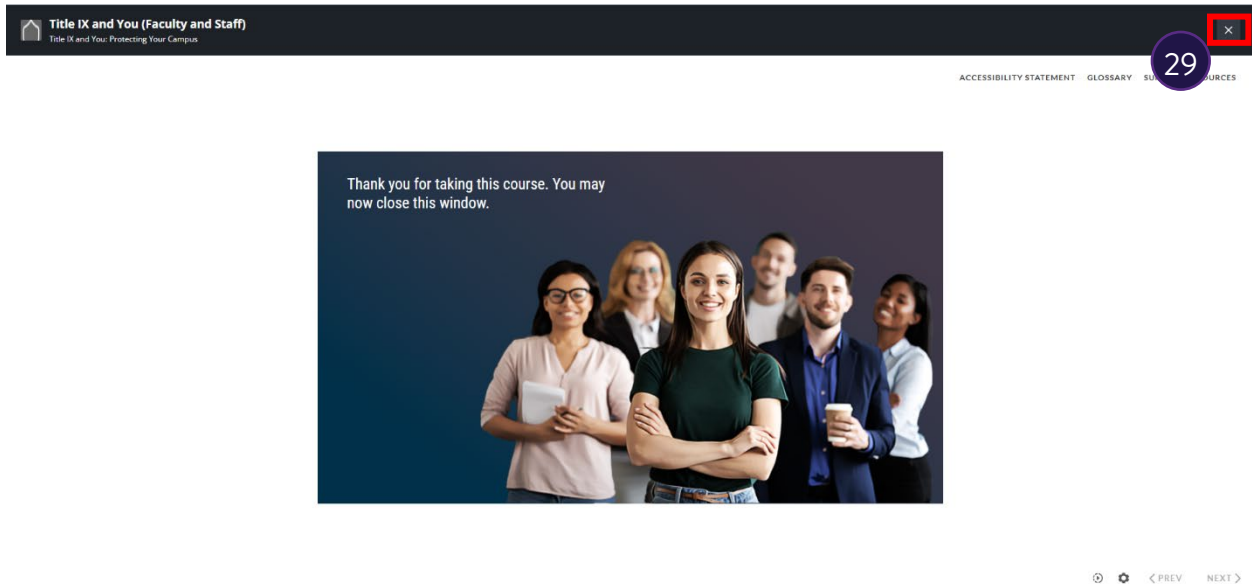
Resuming the Training



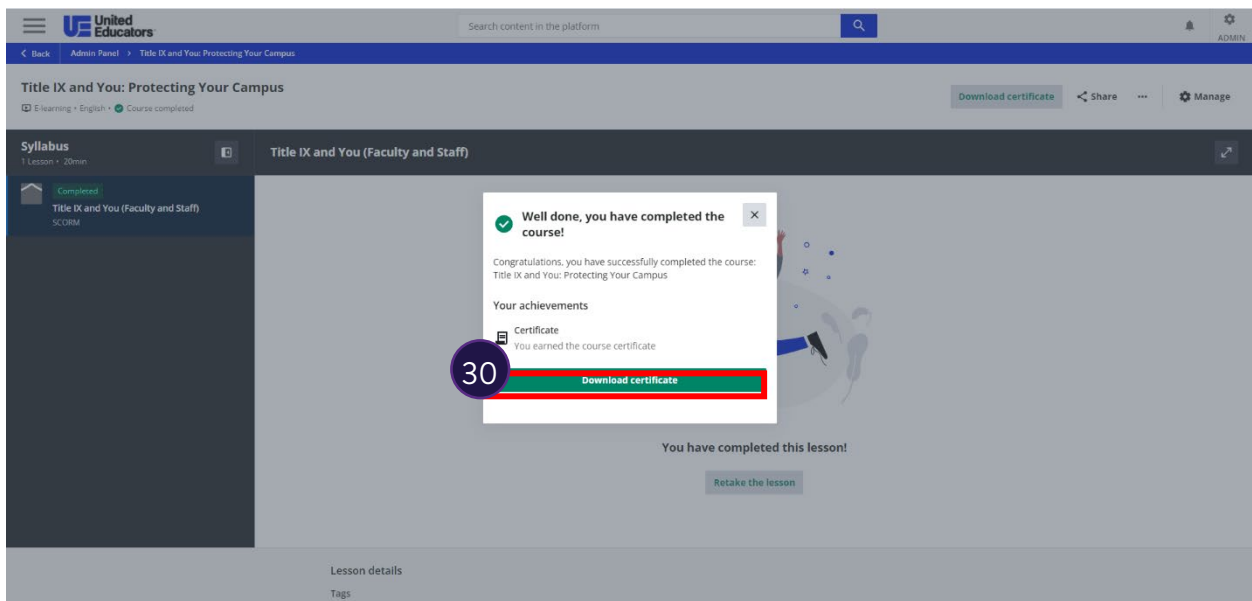
To access the training, follow instructions, Nos. 15 to 19. Note that the training will be listed under the “In-Progress Courses.”

28. Select the “Resume” icon. Follow instruction No. 22 until you have completed the training.

Completing the Training and Getting Certificate of Completion



29. When you have completed the training, you will be instructed to close the window. At the top right of the screen, select the “X.”



30. The screen will denote that you have successfully completed the course. If you wish to have a copy of the certificate, select “Download certificate.” There is no need to download the certificate. Follow instruction No. 27 to sign out.