Accessing "Protecting Children: Identifying and Reporting Sexual Misconduct"

**This training will take about 30 minutes, but you can stop and pick up where you left off at a later time.

To access this training, please visit
https://learn.ue.org/HH0E1593465/SJUProtectingChildren

> **We highly recommend using Google Chrome or Firefox, as there are some issues with certain versions of Internet Explorer. Please note that your pop-ups must be enabled to do this training (if they are not, you will receive a notice at the top or bottom of your screen when you try to go to the first module that says "enable pop-up blockers" and you should select yes).*

A log-in will be required. Instructions on how to create an on-line account and access the on-line training appear below:

1. First-time users should select **Register** on the bottom of the screen (under Log In) to create a new account and enter the following information:

   a) First Name
   b) Last Name
   c) Email/Username (supply your SJU email)
   d) Optional Field 1 (You MUST supply your Employee ID. If employee, enter 8 digit number under your name on your Hawk Card. If student, leave blank.)
   e) Optional Field 2 – leave this blank

2. Click **Register**

3. You will receive an email from *"Learning Portal at UE.com"* with a temporary password. Click on the link in the email to log-in. Once you log-in you will be prompted to change your password.

4. Once you have logged in, you will see only one course available under **My Courses**. Click on **Protecting Children: Identifying and Reporting Misconduct**

If you do not see that screen, make sure to look at your screen closely for a message asking if you'd like to enable pop-up blockers (click yes).

5. The next screen you see will look like this:

Click **Launch** on the left side of the screen.

6. (a) Please note that in preparation for the *Scenarios* portion of the course, you will be asked to select the types of children that you work with (ages 0-4, ages 5-12, ages 13-17, special needs). All University employees should, at a minimum, select "ages 13-17". While you personally may not have regular or reoccurring interaction with those under 18, this category is most applicable to our University community on a regular basis.

    (b) If your position works with other populations or you are involved in a program or activity covered under the *Minors on Campus Policy*, please select all the groups that apply.

7. Now that you've completed the course ...

    For University employees (non-student employees) who were required to take this course as part of employment:
    *   Your account will be automatically updated with your completion within 48 hours.
    *   If you would like to print a certificate of completion (not necessary, just for your own purposes) you will click on "Transcript" at the top of the page (next to "Learning Programs"). Under "Courses" and "Course Title", click on the title of the training.

    For Students and Volunteers:

- You will now need to print your certificate to give to the leader or coordinator of your program. To do so, click on "My Certificates" at the top of the page (next to "Learning Programs"). Under "Courses" and "Course Title", click on the title of the training.
- Click on"Print Certificate" (the certificate will appear in a different web browser).

For questions or issues with the course (i.e. password reset, trouble logging in, trouble viewing content) please visit the comprehensive EduRisk Learning Portal Support.

If you have questions about requirements for completing the course, or if you are an employee and your record has not been updated (causing you to be locked out of self-service Banner), please contact safe@sju.edu.