



PREVENTING WORKPLACE DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

The University of South Alabama requires its employees to complete online learning courses that address prohibited discrimination, harassment, and sexual misconduct. Employees must complete these online learning courses when hired; and, at other specified times when the University requires.

The two courses that are required are “Mosaic: Prevent Discrimination and Harassment Together” and “Mosaic: Prevent Sexual Violence Together”, which were developed by United Educators (UE), the institution’s liability insurance carrier, and were specifically designed for higher education institutions. This training is important and is an integral part of our policy of maintaining an environment free from sexual harassment and discrimination, and protecting our students from sexual assault.

Both courses must be completed by new employees within 30 days of their employment date.

Instructions to Access and Complete the Required Online Courses

To access the courses, employees must use a unique web address to access the EduRisk Learning Portal - UE’s learning management system (LMS) - and register to take the courses. Once registered, the employee may access and complete the designated courses.

To Register

1. Go to <https://learn.ue.org/327N7988922/southalabamaHarassment>
2. Scroll down to the “Registration” section at the bottom of the screen. Enter the required information to create an account:
 - a. First Name
 - b. Last Name
 - c. Email Address – this will be your username. Be sure to enter a valid email address.
 - d. J-Number – enter into Optional Field 1.
 - e. Click “Register”. You will receive an email with a temporary password, as well as a link to test your system to ensure it meets the requirements for launching the courseware. The latest Java and Adobe Flash Player are required. Please check system requirements if you have a question. To launch the courses, you will need to enable pop-ups from the EduRisk web site.
3. Follow the link in the email you received to login using your email address and temporary password provided in the email.
4. Once you log in, you will be prompted to create a new password and, for security, to enter a secret question and answer.
5. Save your password so that you can re-enter the same account if necessary.

Detailed instructions on the registration process are available on the EduRisk Support Portal (follow the link at the bottom of each page of the EduRisk website).

Complete Both Courses

Course #1: Mosaic: Prevent Discrimination and Harassment Together

- ▶ Note: If you have supervisory responsibilities, please select the course for supervisors
- a. Click on the course. (Remember to allow pop-up blockers)
- b. Click on 'Launch'.
- c. Complete the course. All questions must be answered to complete the course.
- d. After completing the course, click the 'Home' tab at the top of the page to return to 'My Courses' on the Learning Portal main page to access and complete the second required course.

If you need to stop, you may exit the course at any time and will be able to resume where you left off. You may finish the first course, exit, and return to finish the second one.

Course #2: Mosaic: Prevent Sexual Violence Together

- a. Click on the course.
- b. Launch each module.
- c. Complete Modules 1, 2 and 3. All questions must be answered to successfully complete the course.

Important: Use the email address and password you created each time you log in to the EduRisk Learning Portal, at the unique web address provided in Registration Step 1.

For Technical Help

For technical help if you have any issues completing the courses, use the Support Portal link located at the bottom of the web page or go to <https://portalhelp.ue.org>. Or, you can contact EduRisk Technical Support at 1-800-348-3650.

After Completing Both Courses

Upon completion of each course, you will receive an email confirming the course completion and a link to print a certificate for your personal records.

Your completions are recorded electronically in the LMS and will be tracked by Human Resources. To view a history of courses you have completed, click the 'My Completions' tab at the top of the web page.

Questions

If you have any questions regarding completing either of these courses, please contact Yamayra Betler at 460-6133 or ybetler@southalabama.edu.