



## **Fact Sheet**

### **Preventing Sexual Harassment Online Training**

#### **What is this training?**

The University of New Mexico is committed to providing a positive and supportive environment in which all students, faculty, staff, applicants for employment, and campus visitors are treated with dignity and respect. As part of our ongoing efforts to provide information regarding cultural diversity, equal opportunity, and the issue of sexual harassment, the University has developed online training that will provide information of these topics.

This online course will provide education to all the university community about a number of issues related to preventing sexual harassment in the workplace. Through a series of scenario presentations and activities, you will learn important principles that you can apply to your everyday work and learning activities

#### **Why do I have to complete this training?**

This training will provide faculty, staff and students with valuable information, help them learn their rights and responsibilities, and hopefully preclude future incidents. It will also help UNM meet State of New Mexico regulations that mandate annual sexual harassment training for all employees.

#### **Who has to complete this training?**

This training will be mandatory training for all employees at the University, meaning both staff and faculty will be required to participate in the training this year. This includes all regular (full-time, part-time) and returning faculty and staff members. Temporary, term, student employees, and other in similar non-returning employment status are not required to participate in this training but are strongly encouraged to take the training.

### **Where do we complete the training?**

Faculty and staff will be able to access this training directly by clicking the following link:

<http://training.newmedialearning.com/psh/unewmexico/>

or they can go the following Human Resources or Office of Equal Opportunity web sites:

<http://hr.unm.edu/>

[http://www.unm.edu/~oeounm/\\_training/index.htm](http://www.unm.edu/~oeounm/_training/index.htm)

### **Can I access this training from home?**

Yes, as long as you have Internet access. It is important for you to know that if you are a non-exempt (hourly) employee, you will need to complete this training during your regular work schedule.

### **How long will it take to complete these modules?**

The modules take approximately 60-90 minutes to complete.

### **Will there be a Spanish-language version available? Yes**

### **What is the passing score I must achieve in order to successfully complete these modules?**

70% is the passing score. If you fail the Mastery test then you can retake the test as many times as you need to in order to pass.

### **What is the deadline for completing these modules?**

Starting May 19, 2008, staff will be required to complete the training no-later-than July 1, 2008.

Faculty members will also have access to this training starting May 19, 2008, but will have until **October 1, 2008** to complete the training due to their unique school schedule.

All new employees (staff and faculty) will need to complete the training within two weeks of their employment at the University of New Mexico.

### **Does Learning Central track the completion of this training?**

No, tracking will be conducted through a third party vendor. The exam must be completed in order for the employee to get credit for completing the training.

### **How will compliance be tracked?**

Monthly reports will be produced with information on who has completed the online course and passed the test. This list will be by employee name and their Vice President. The Office of Equal Opportunity will send this report to the appropriate Vice President who in turn will send down their chain of command so that all levels of managers can report to them as to why (and when) those not on the list will attend the training.

### **How can I get documentation that proves I completed the module?**

At the end of the *Preventing Sexual Harassment* training program, there is a 15-question mastery test. Upon successfully completing this test, you will be advised how to print a Completion Certificate either to submit to your employer or for your personal records. NOTE: At the time the test is taken and passed, the certificate will be created. This certificate may be printed at that time; however, it may not be able to be saved, so please be sure you are connected to a printer.

### **What are the consequences for non-compliance in completing these modules?**

As with any duty assigned an employee, they are responsible for its accomplishment. If an employee does not follow supervisory instructions they should be coached and counseled. If you have issues or questions, please contact your HR Consultant who can advise you.

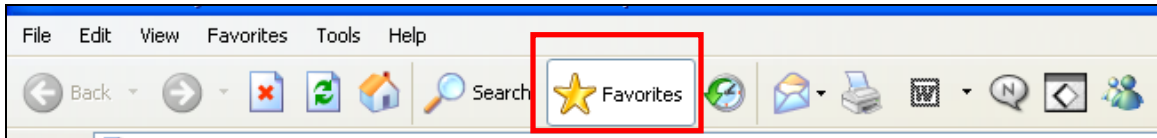
### **Can our department set up a mass viewing of the training so that we can accommodate a greater number of attendees and get the training done in a quicker manner?**

Yes, you could get a group together and project the training on an overhead screen so that everyone can read the material at one time. Of course, you will then have to allow these employees to access the training on their own so that they can take the exam and receive credit for completing the course.

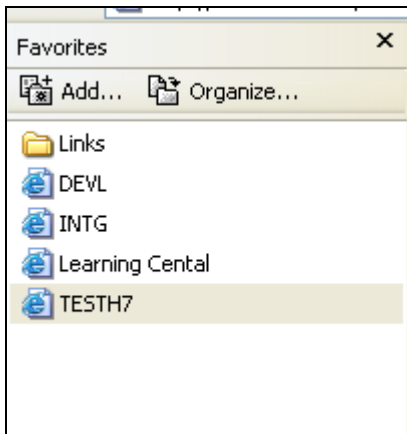
## If I get interrupted can I go back and complete the module later?

Yes, if you need to leave the course before you finish, you can bookmark your location. Internet Explorer uses a feature called “Favorites” to put Web sites you would like to revisit within easy reach. The steps below will help you bookmark your location once you have started the course.

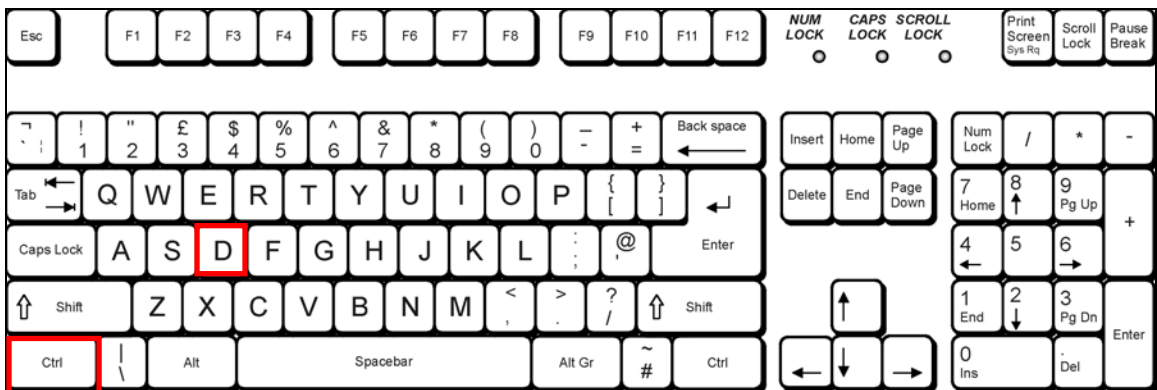
1. Click on the “Favorites” button in the Standard Button toolbar of your browser.



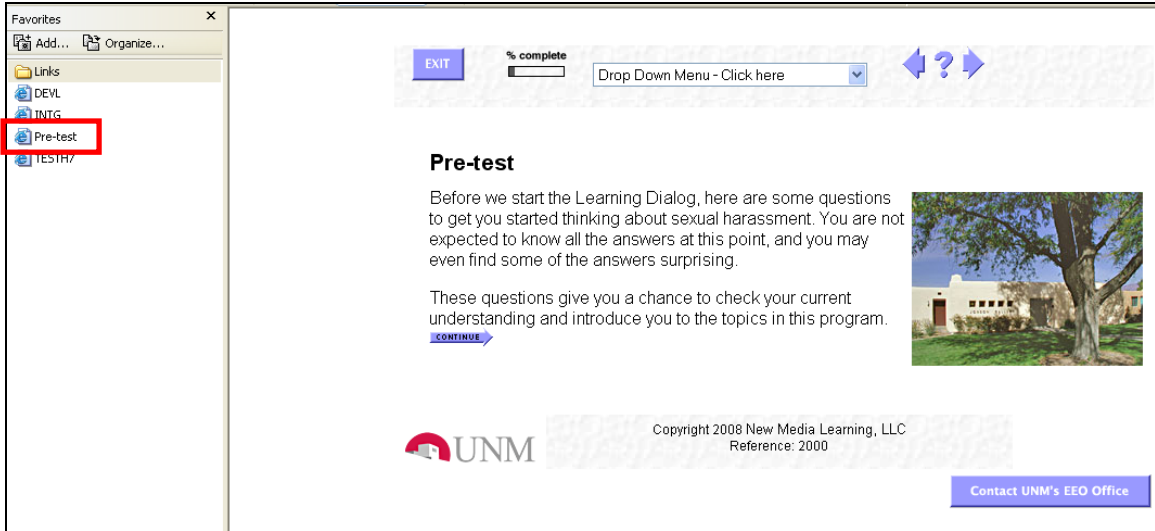
2. The “Favorites” window will display.
3. Click anywhere in the online course before you bookmark your location.



4. Press CTRL + D on your keyboard to bookmark your location.



5. The page you have bookmarked will now display in the “Favorites” window.

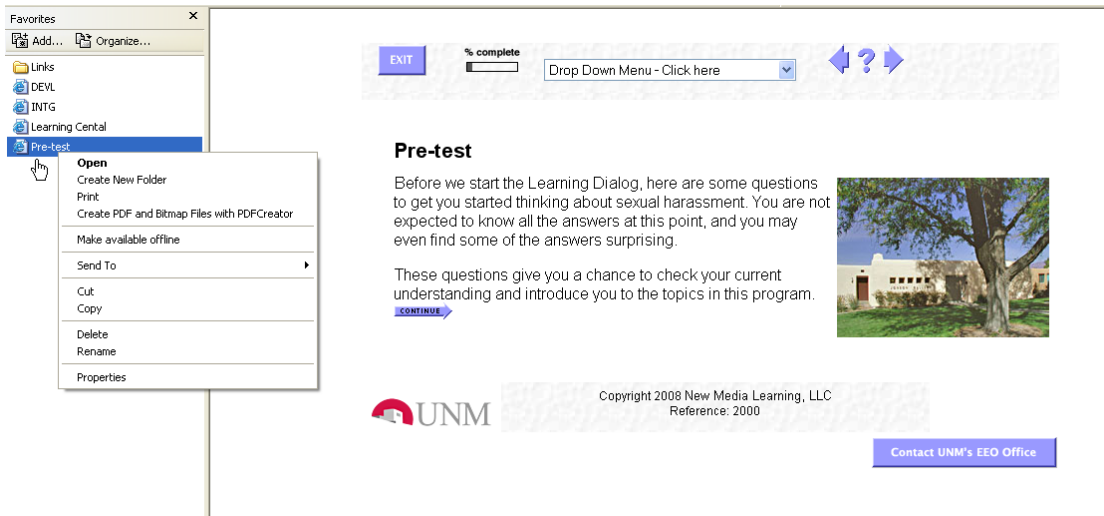


6. Click on this link once you are ready to continue with the online training.

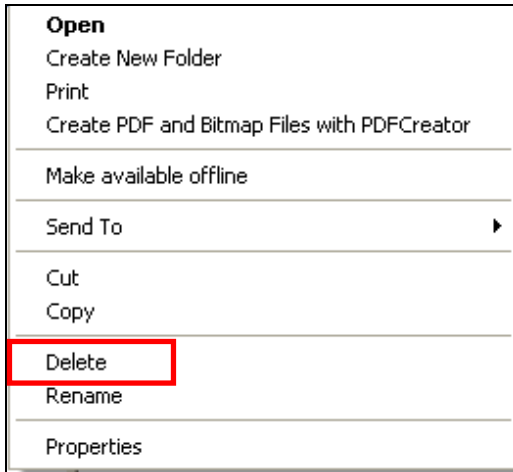
**Note: Mozilla Firefox and Safari can also be used to bookmark your location. The steps, however, will be slightly different.**

### Remove a Bookmark from the Favorites List

1. On the “Favorites” menu, right click on the bookmark you created.



2. Click “Delete” from the menu options.



3. Click on the “Yes” button to delete the bookmark.

