

The Three Steps to Complete the Sexual Harassment Prevention and Policy Training:

Step 1. Register your attendance for the course in the **DU Training Tracker** as outlined below

Step 2. Visit the **Blackboard Sexual Harassment Prevention and Policy Training** community.

Step 3. Follow all **Blackboard** instructions and complete the Blackboard Sexual Harassment Prevention and Policy Training quiz for certification. *FYI: The DU Training Tracker and Blackboard are two different systems.*

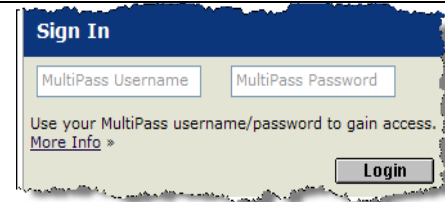
Step 1. To access the DU Training Tracker system, open a browser (Internet Explorer, Firefox) and visit the Duquesne University Internet Home Page: <http://www.duq.edu>

A. Click the DORI link near the bottom of the DU Home Page, or, visit <http://www.dori.duq.edu>.



1. Enter your existing MultiPass account information and click **Login**.

(If you do not have or know your MultiPass information, call the CTS Help Desk at 412-396-4357.)



2. Click the **Working** tab in the top row in DORI.

3. Click the **DU Training Tracker** link in the **middle** column.



(NOTE: >>>First time DU Training Tracker users: You must **add** your supervisor information. For help and detailed instructions, view: <http://www.hr.duq.edu/forms/formdone/trainingguide.pdf>)

B. To search for Training:

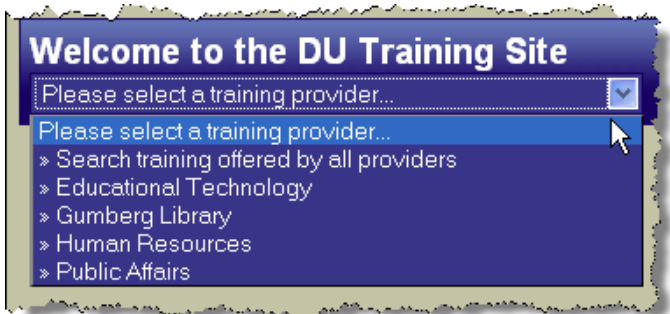
1. (A new browser window will display the DU Training Tracker system.)

2. Click **Search All Training**.

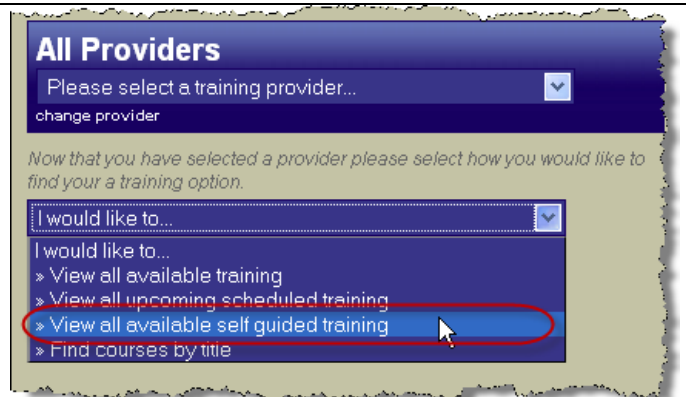


3. From the drop down list, select a **Training Provider**.
 a. The Sexual Harassment Prevention Training is offered by **Human Resources**.

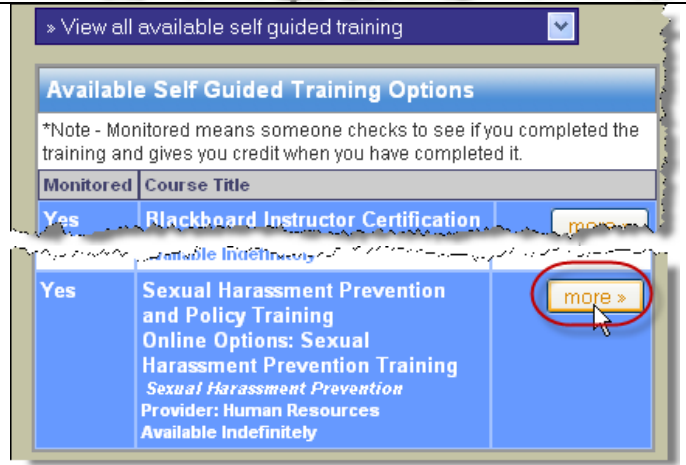
4. If you do not know who is offering the training, or you want to view all available training, click **“Search training offered by all providers”**.



5. In the next window, at the “I would like to...” drop down box; choose **View all available self guided training**.
- Self guided training is the same as online training.

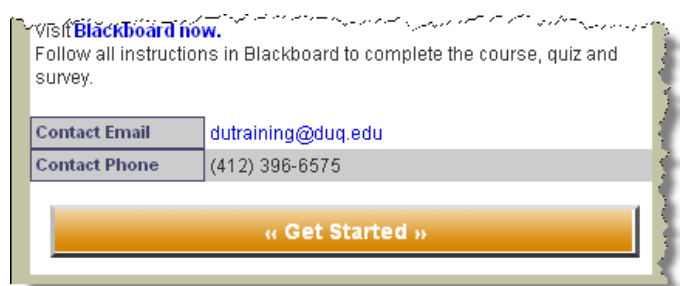


6. Scroll down the list to the **Sexual Harassment Prevention and Policy Training Online Options** session.
- Click the **more >** button



Please read all the instructions completely!
You can print the page for reference.

7. Scroll to the bottom and click **Get Started** to register in Training Tracker.

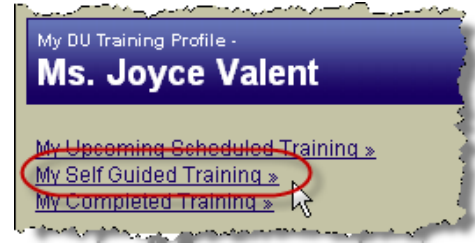


- C. The course will now be part of your DU Training Tracker record.** A confirmation box will appear near the top of the screen.
- A link to this guide, (*Blackboard Sexual Harassment Prevention Online Training Guide*), is given.
 - Proceed to **Step 2** to complete the Blackboard training course, quiz and evaluation survey.

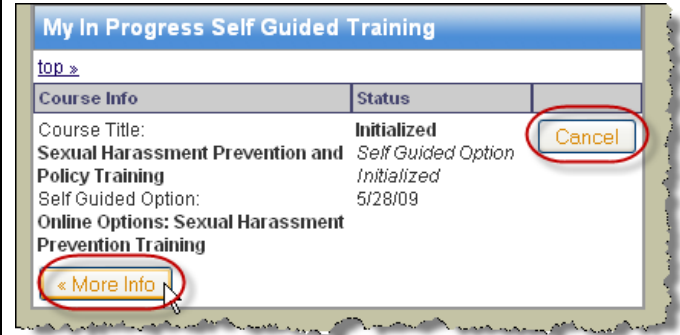


D. To access the course instructions page again at a later time:

1. In DU Training Tracker,
 - a. Click **My DU Training** in the left side menu bar.
 - b. Click **My Self Guided Training**.



2. In “**My In Progress Self Guided Training**” box, click **<More Info**.
3. If you no longer want to complete this training, click **Cancel** to remove this training from your record.



Close the DU Training Tracker browser window and **proceed to Blackboard** as explained in **Step 2**.

Step 2. Blackboard Instructions:

*(Please complete the **registration** process in the **DU Training Tracker** as described above, before proceeding to Blackboard.)*

A. Log into DORI, as explained in Step 1 on Page 1.

B. In DORI, click the “**Bb**” **Blackboard link** in the upper right corner of DORI, to open Blackboard



1. Click the **Courses & Communities** TAB on the Blackboard home page

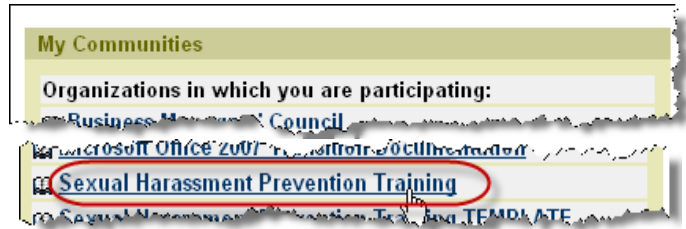


2. In the **My Communities** column, on the right side of the screen:




3. Locate “**Sexual Harassment Prevention Training**”

If the “**Sexual Harassment Prevention Training**” is **NOT listed in your communities, skip to Step C on page 3, otherwise proceed below.**

4. If the training **is** listed, click the **Sexual Harassment Prevention Training link** to go to the **Blackboard course home page**.



5. Proceed to **Step 3** to complete the training.

<p>C. If the Sexual Harassment Prevention Training is <u>NOT</u> listed, you will have to manually enroll:</p> <p>1. In the Organization Catalog column (below the My Communities list), locate and click "Duquesne Training".</p>	
<p>2. Look for Sexual Harassment Prevention Training in the list, and click the Enroll button on the far right side.</p>	
<p>3. Verify your information on the screen and click Submit</p>	
<p>4. A receipt message showing Successful Enrollment will display on the screen.</p> <p>5. Click OK to go to the Sexual Harassment Prevention Training course Blackboard home page.</p>	
<p>Step 3. Follow all directions in Blackboard to complete the course <u>and</u> the required quiz.</p> <ul style="list-style-type: none"> • Please be sure to email dutraining@duq.edu when you complete the Blackboard quiz so your records can be updated, or if you have any <u>workshop</u> questions. • For any DU Training Tracker or Blackboard system issues, call the CTS Help Desk at x4357 	