



ONLINE TRAINING TUTORIAL

Office of Institutional Equity



THE UNIVERSITY
OF ARIZONA



SYSTEM REQUIREMENTS



COMPATIBLE BROWSERS

- Internet Explorer 6 or later
- Netscape 7 or later
- Firefox 1.0 or later
- Safari 1.3 or later

FOR AUDIO AND VIDEO DISPLAY

- Flash Player Plug-In 8 or later
- More information available at:
<http://www.macromedia.com/software/flash/about>

TIPS AND TRICKS

- Clear your browser's cache
- Reset your computer's default Internet Security settings
- Add <https://www.wecomply.com> to your Trusted Sites
- If using Lotus Notes, copy the link to the sign-in page, and paste it into browser outside of Lotus Notes
- Close all non-essential applications while taking the training
- Disable all pop-up blockers

If you need technical assistance, please contact the UITS department at (520) 621-8324, or at <http://uits.arizona.edu>



ACCESSING THE TRAINING



1. Visit the Office of Institutional Equity Education site at <http://equity.arizona.edu/education/harassment>
2. Select the appropriate training required for your situation: Preventing Discrimination and Harassment for Employees, Preventing Discrimination and Harassment for Supervisors and Faculty, or Title IX Discrimination and Harassment
3. Log into the training with your University NetID and password combination

If you do not have a NetID and password, you will need to request one from the UITS department at (520) 621-8324, or at <http://uits.arizona.edu>



BEFORE GETTING STARTED



- Please set aside 20-30 minutes to complete this training from start to finish.
- Should you need to leave the training before you complete it, the training will begin again from where you left off when you return.
- Keep in mind the training will not allow you to skip through the slides.
- There is a lot of vocabulary throughout the training that you may not be familiar with; you can click on words that are differently colored and underlined for a definition.
- At the end of the training, you will complete a quiz, and receive a certificate of completion; please be prepared to print the certificate.

Please contact the Disability Resource Center to request assistance or accommodations at (520) 621-3268, or at <http://drc.arizona.edu>

NAVIGATING THE TRAINING



TABLE OF CONTENTS

The Table of Contents will allow you to review a previous section.

Please note that you are unable to use the Table of Contents to skip ahead of a section, or sections, that you have not already completed.



NAVIGATING THE TRAINING

TEXT SIZE

This button will adjust the font size between small, medium, and large with each click.



NAVIGATING THE TRAINING



NOTES

This button will pull up a blank screen which allows you to take notes on the section and then either print them out or email them to yourself for easy reference later on.

A tablet displaying a training slide titled "Types of Harassment" from The University of Arizona. The slide content includes:

Sometimes harassment is direct and obvious. For example, a supervisory employee might make sexual advances toward a subordinate, promising a raise or promotion if the subordinate submits to those advances. This is known as **quid pro quo** harassment.

Most of the time, however, harassing conduct is more subtle and indirect. It may consist of disparaging comments or jokes that interfere with another employee's work performance or create a work environment that's hostile, offensive or threatening. This is known as **hostile environment** harassment.

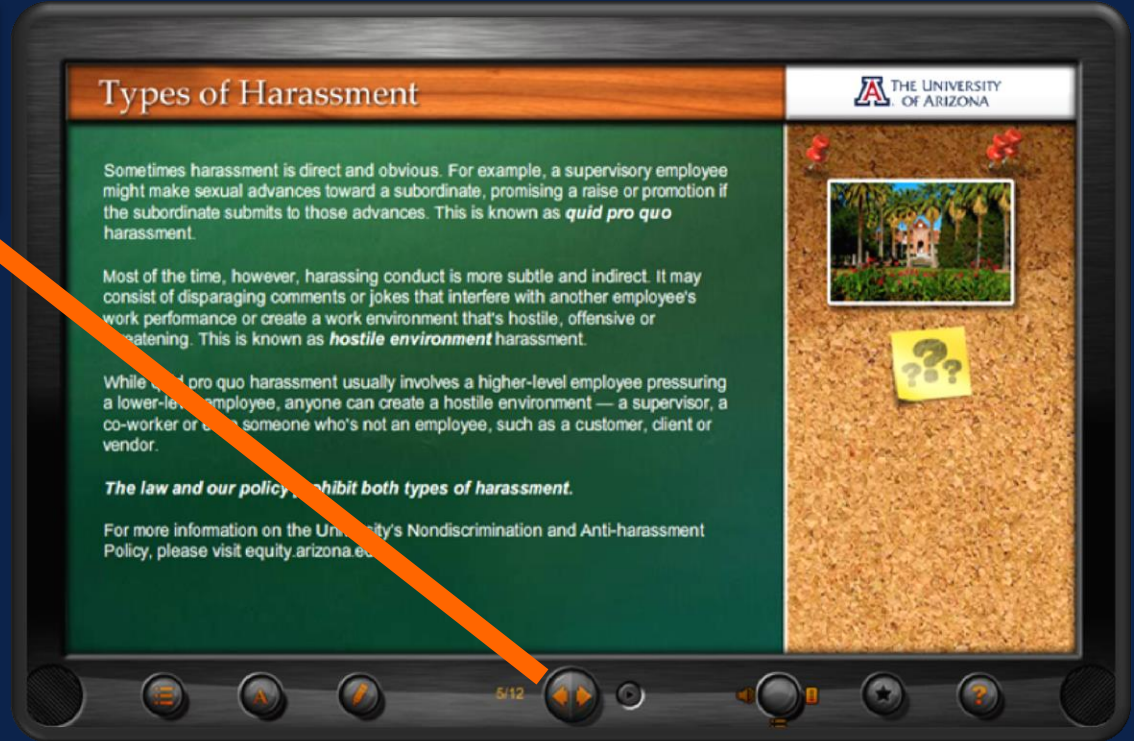
While quid pro quo harassment usually involves a higher-level employee pressuring a lower-level employee, anyone can create a hostile environment — a supervisor, a co-worker or even someone who's not an employee, such as a customer, client or vendor.

The law and our policy prohibit both types of harassment.

For more information on the University's Nondiscrimination and Anti-harassment Policy, please visit equity.arizona.edu

The right side of the tablet shows a corkboard with a photo of a building and a yellow sticky note with question marks. The bottom of the tablet has navigation icons and a page number "5/12".

NAVIGATING THE TRAINING



DIRECTIONALS

This button will allow you to move through the training, one section at a time.

NAVIGATING THE TRAINING

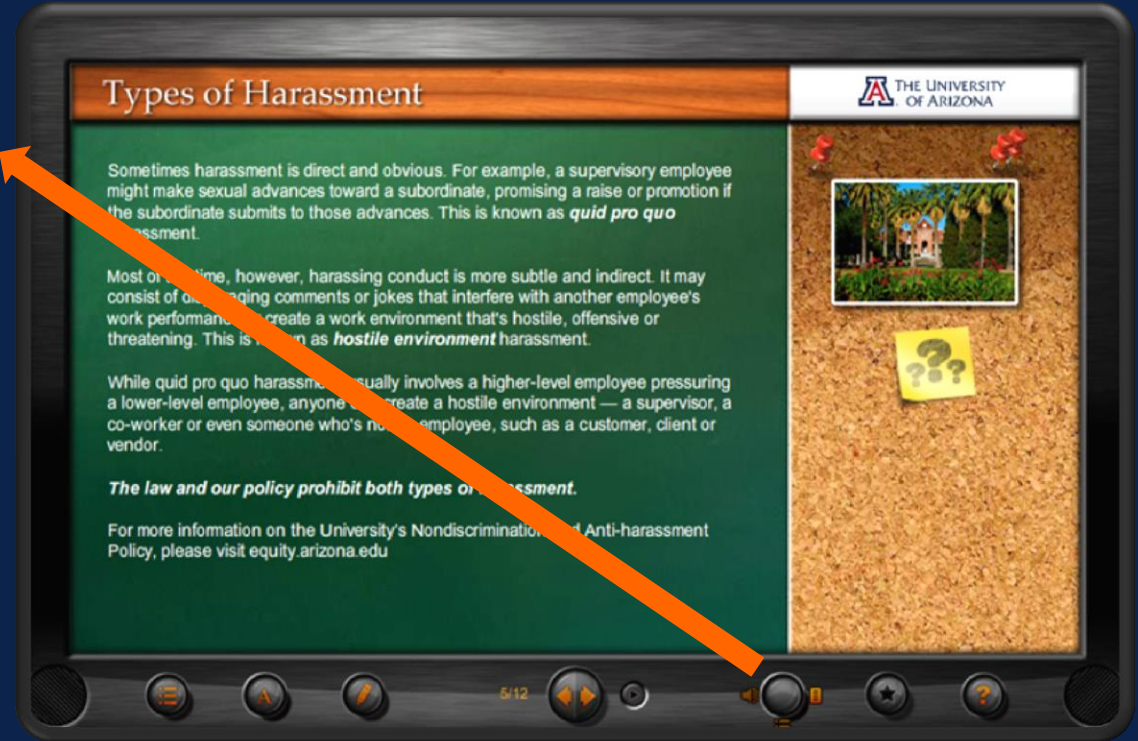


AUDIO CONTROL

This button will start or pause the audio voiceover.

A screenshot of a training module titled "Types of Harassment" from The University of Arizona. The screen is divided into two main sections: a green text area on the left and a corkboard graphic on the right. The text area contains three paragraphs of text, with the first paragraph defining "quid pro quo" harassment and the second defining "hostile environment" harassment. The corkboard graphic features a photograph of a building and a yellow sticky note with question marks. The top right corner of the screen displays the University of Arizona logo. At the bottom of the screen, there is a navigation bar with several icons, including a play button icon that is highlighted by an orange arrow pointing from the "AUDIO CONTROL" text on the left.

NAVIGATING THE TRAINING



MODE SELECTION

This button will toggle between the different ways to receive the information from the training.

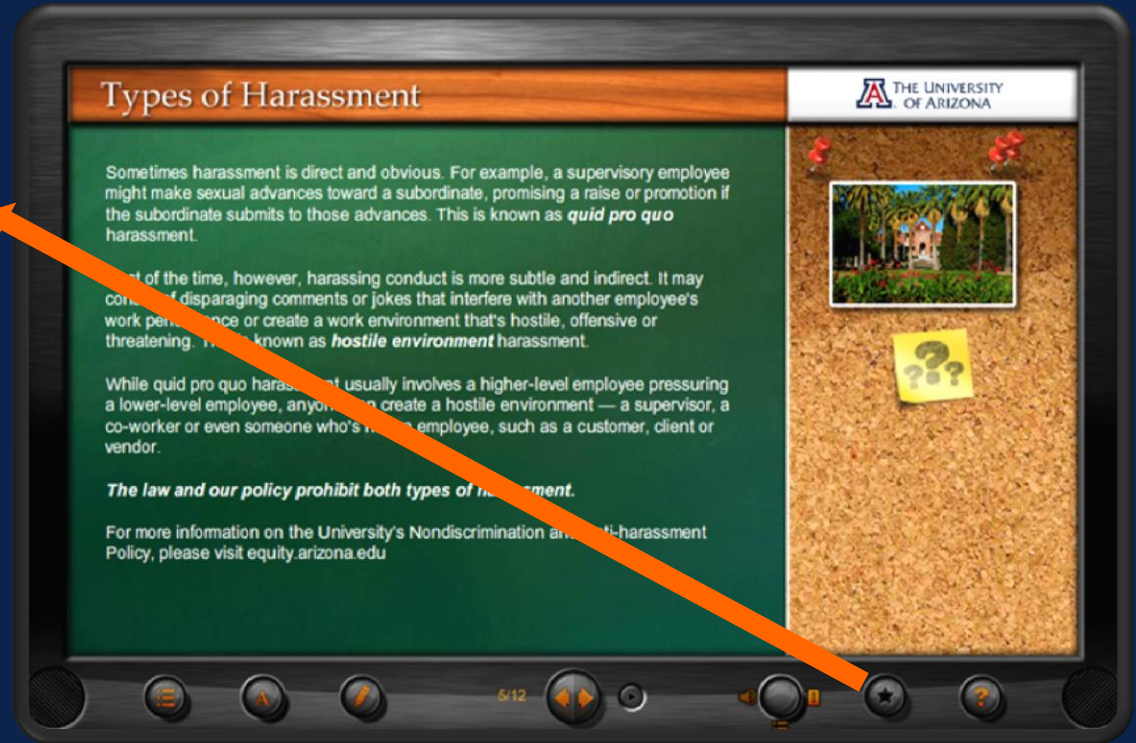
The default mode is set to display the information as bullet points with an audio voiceover of the full transcript.

NAVIGATING THE TRAINING



RELATED POLICIES

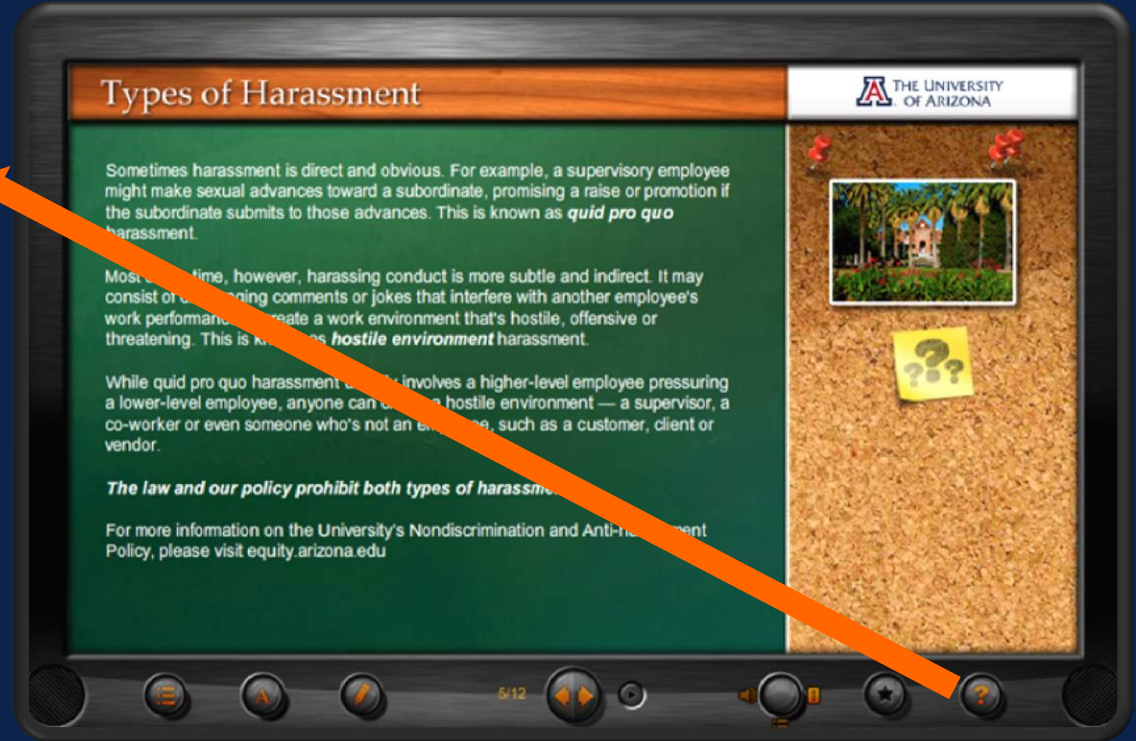
This button will allow you to view policies related to the topic being discussed in that section.



NAVIGATING THE TRAINING

HELP

This button will open a table of all of the icons and give a brief description of the function of each one.



NAVIGATING THE TRAINING



A tablet displaying a training slide. The slide has a green background with white text. The title is "Types of Harassment" in a white box at the top. The text describes "quid pro quo" and "hostile environment" harassment. On the right side of the slide, there is a corkboard graphic with a photo of a building and a yellow sticky note with question marks. An orange arrow points from the sticky note on the corkboard to the sticky note in the separate image to the left. The tablet has a navigation bar at the bottom with icons for home, search, and other functions.

RELATED CONTENT

This button will direct you to related content such as relevant news articles, tips, and frequently asked questions.



COMPLETING THE QUIZ



- Once you complete the training, you will be prompted to choose a quiz in one of three formats. The format you choose will not affect the length of the quiz, or the type of credit you receive; however, one of the quizzes **must** be completed in its entirety in order for you to receive credit.
- Since you logged in with your NetID at the beginning of the training, your name and department will automatically be collected for credit.
- Again, please be prepared to print the certificate of completion to submit to your department's human resources representative or business manager.



QUESTIONS?



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