Guide to Accessing AlcoholEdu and Sexual Assault Prevention Training.

Below are instructions on how to access the AlcoholEdu and Sexual Assault Prevention trainings. If you have any questions, please contact the Center for Student Rights and Responsibilities at (907) 474-7317 or by email uafstudentrights@alaska.edu.

Step 1:  Go [www.uaonline.alaska.edu](http://www.uaonline.alaska.edu)

Step 2:  Click the **Login to UAOnline** button located in the center of the screen.

Step 3:  Enter your **UA Username** and **Password**.

Step 4:  Once logged in, click on **Student Services and Account Information**.

Step 5:  Scroll down until you see **Student Training** and click on it.

Step 6:  You should now see three sections **First-time Title IX Training**, **Returning Students**, **AlcoholEdu**.
   - If you are a first time student at our university and have not participated in a Title IX training you will choose the appropriate training based on your program under **First-time Title IX training**.
   - If you are a returning student you want to choose the link under **returning student**. **AlcoholEdu** is for 25 and under and all residential students that are age 25 and under.

Step 7:  Once you have selected and clicked on the appropriate training login using your UA username and password.

Step 8:  Once your logged in click **Add Course** in the top right-hand corner.

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UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/titleIXcompliance/nondiscrimination](http://www.alaska.edu/titleIXcompliance/nondiscrimination).
Step 9: Select the appropriate course, if you are unsure on which courses you need to take call or email the Center for Student Rights and Responsibilities at 907-474-7317 or uaf-studentrights@alaska.edu

Step 10: Once you have made a selection please select a group, Fairbanks.

Step 11: Then click the Add button on the bottom of the box.

Step 12: This will bring you to a register page. Make sure all the information is correct and click Next.

Step 13: You have successfully added the training module to your account. Now click the Get Started Button and complete the training

Step 14: Repeat to add additional courses.