

IDENTIFYING AND REPORTING MISCONDUCT

STEP 1: Go to <https://learn.ue.org/RV3R5588481/AlaskaEmployee>

All Platforms should now work with this system. If you find one that does not, please delete your cookies and try again. BE SURE TO UNBLOCK YOUR POP-UPS TO SUCCESSFULLY LAUNCH THE COURSEWARE.

BEGIN REGISTRATION PROCESS: You should see the following screen. Fill out your name and email address screen. In Optional Field 1, please put your UA ID number. If you are not affiliated with UA as an employee or student, please put your status – Volunteer, Research Collaborator, UAF Event Holder, Etc. Optional Field 2 requires no input.

The screenshot shows a web browser window with the URL <https://learn.ue.org/RV3R5588481/AlaskaEmployee>. The page features the EduRisk logo and navigation links for 'Login' and 'Register'. A large blue overlay box contains the text: 'ALL NEW USERS MUST UNDERGO THE REGISTRATION PROCESS! ONLY AFTER COMPLETING THE BELOW FORM WILL YOU BE ABLE TO USE THE LOGIN PART OF THIS PAGE!'. Below this box, the 'Login' button is visible. Underneath, there is a 'Forgot password?' link. The main section is titled 'Registration' and includes the text 'New to the Learning Portal? Create your account below.' followed by a registration form with the following fields: 'First Name*', 'Last Name*', 'Email/Username*', 'Optional Field 1', and 'Optional Field 2'. Below the form, there is a disclaimer: 'By clicking on register, you agree with our Usage Terms.' and a 'Register' button, which is circled in blue. Blue arrows point from the text in the overlay box to the 'Registration' title and the 'Register' button.

STEP 2: Click on **Register Button**. You will receive an email within a few seconds like the one below that provides you with a temporary password.

Hello [Name],

Welcome to the Learning Portal!

You are receiving this email due to a training initiative underway at your academic institution.

This email contains your username and a temporary password. Please keep this email as it contains important information about how to access our system. You will be prompted to change your password upon initial login. Please note that passwords must be at least 8 characters long, have one capital letter, one lowercase letter, one number and one special character.

Your username is your institution email address:

Your temporary password is:

To login and change your password click [here](#).

Take a Moment to Test Your System!

Click here to run a quick diagnostic test of your computer and internet browser to see if it meets all of our system requirements. You will need to enable pop-ups to successfully launch the courseware.

Need Help?

Please contact our toll free Help Desk at (844) 348-3650 for assistance.

Thanks for training with us!

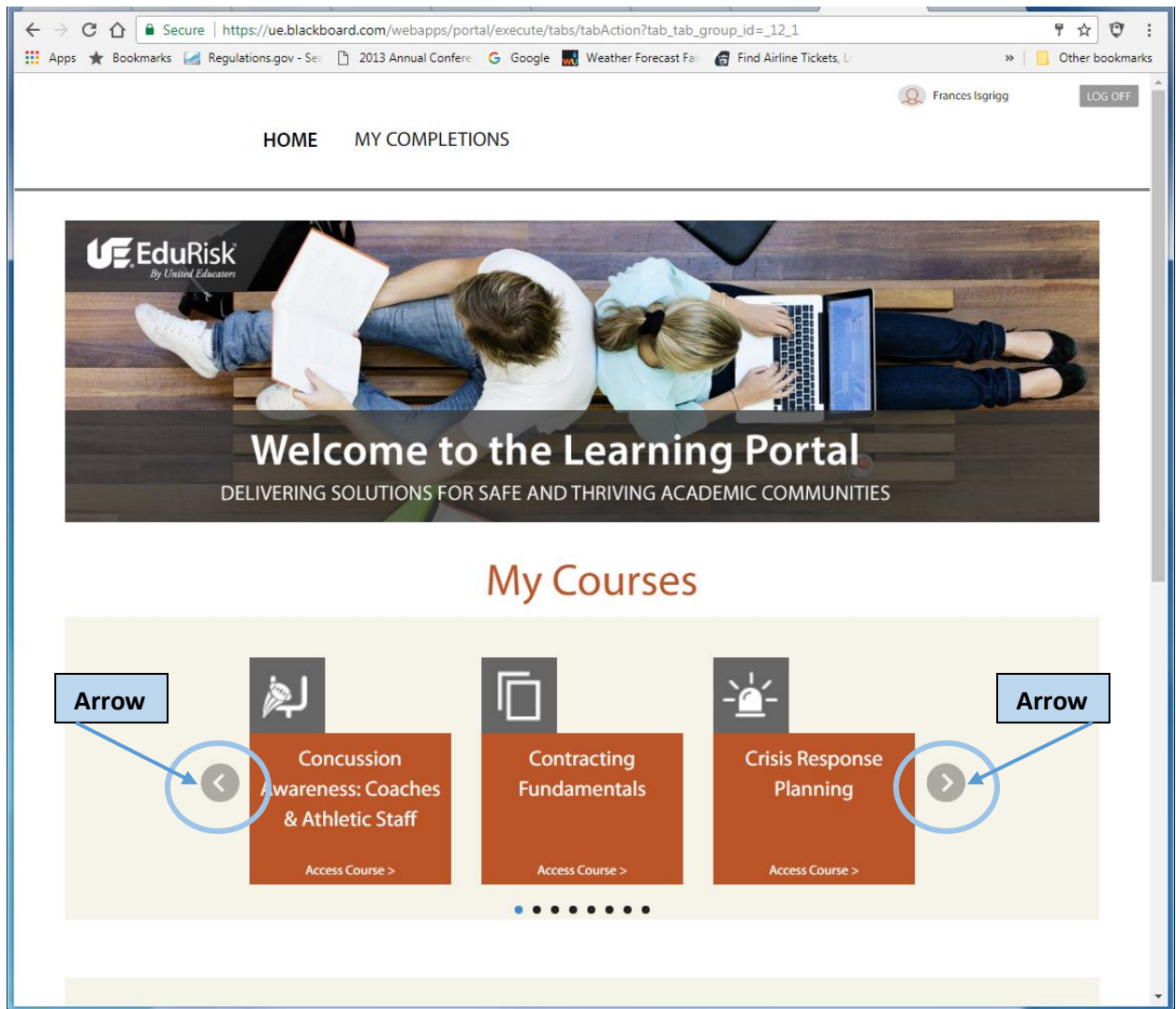
Step 3: Click on the “change your password link” in the email. Login with your temporary password.

The figure to the right shows the screen you will get after you have logged in to UE. Change your password and add a secret question and answer.

When you are done, click on the **Change Password button**.

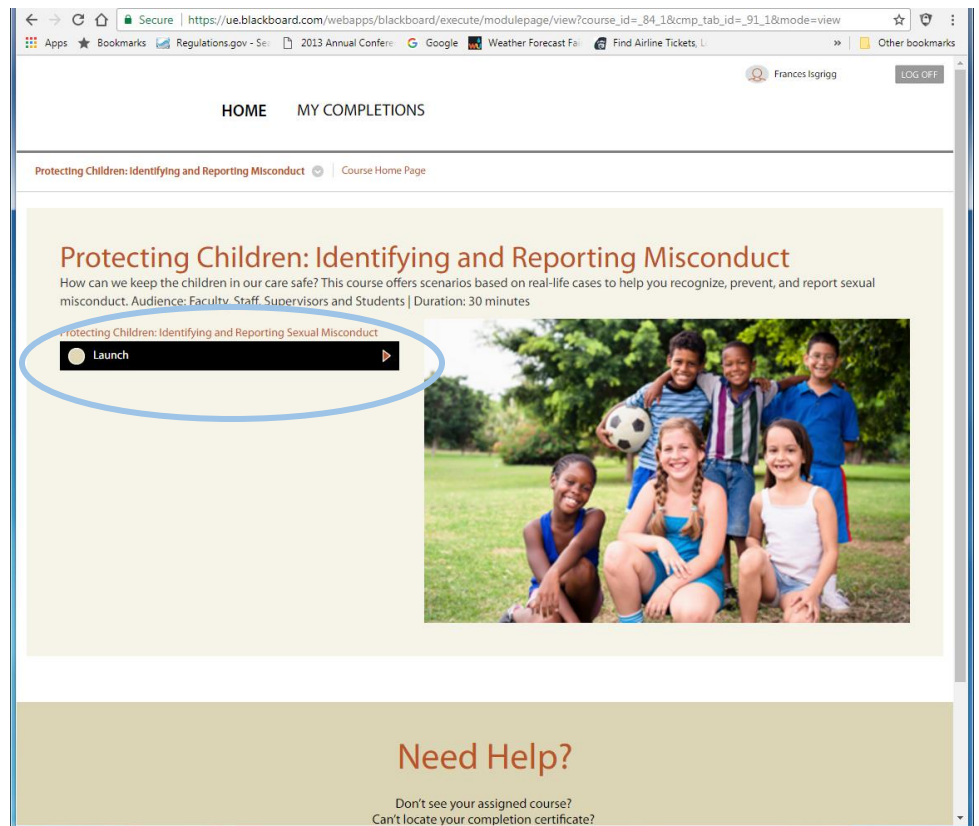
The screenshot displays a web browser window with the URL <https://learn.ue.org/RV3R5588481/ChangePassword.aspx>. The page features the EduRisk logo (By United Educators) and the heading "Change Password". The form contains five input fields: "Old Password*", "New Password*", "Confirm New Password*", "Secret Question*", and "Secret Answer*", each with a small eye icon for visibility control. A prominent orange "Change Password" button is located below the fields. At the bottom of the page, there is a "Need Help?" section with the text: "Don't see your assigned course? Can't locate your completion certificate? Need help with registering a new account?" and a "Visit our Support Site" button. The footer includes the EduRisk logo, copyright notice "© 2016 United Educators Insurance. All rights reserved.", and navigation links for "About Us", "Blog", and "Back to the top".

STEP 4: Once you have clicked on the Change Password button you will be taken to the following screen. Use the **arrows** on either side of the courses to find the course **PROTECTING CHILDREN: IDENTIFYING AND REPORTING MISCONDUCT.**



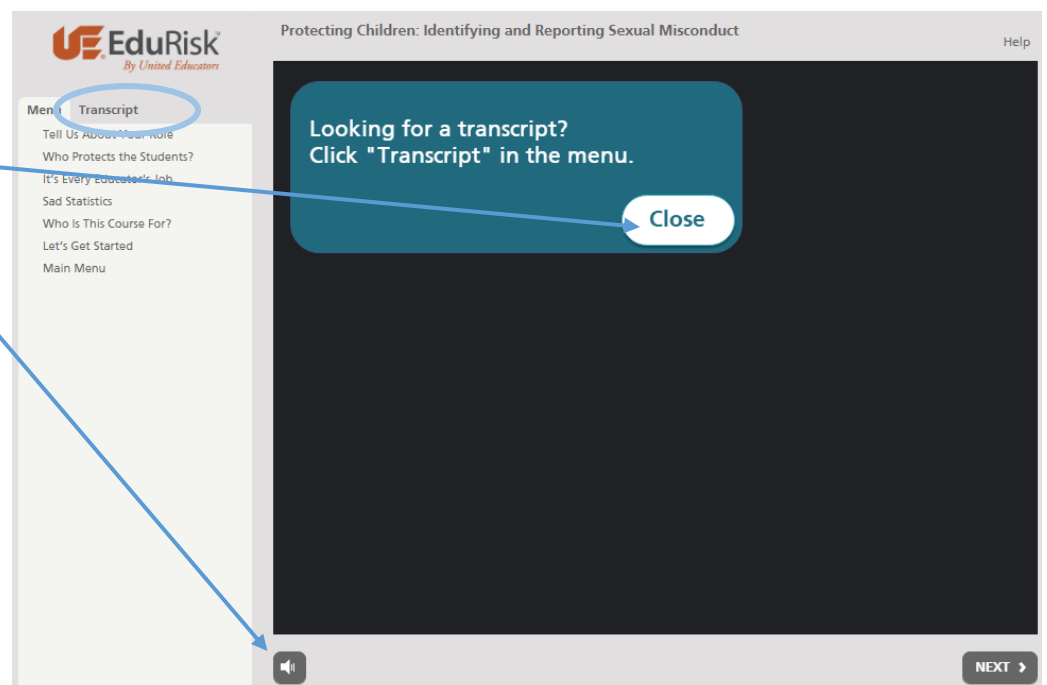
Step 5: Click on Access Course >

Step 6: Click the **Launch Button** and your training will start. The first page is an option for a transcript that will allow you to play the program w/o sound.

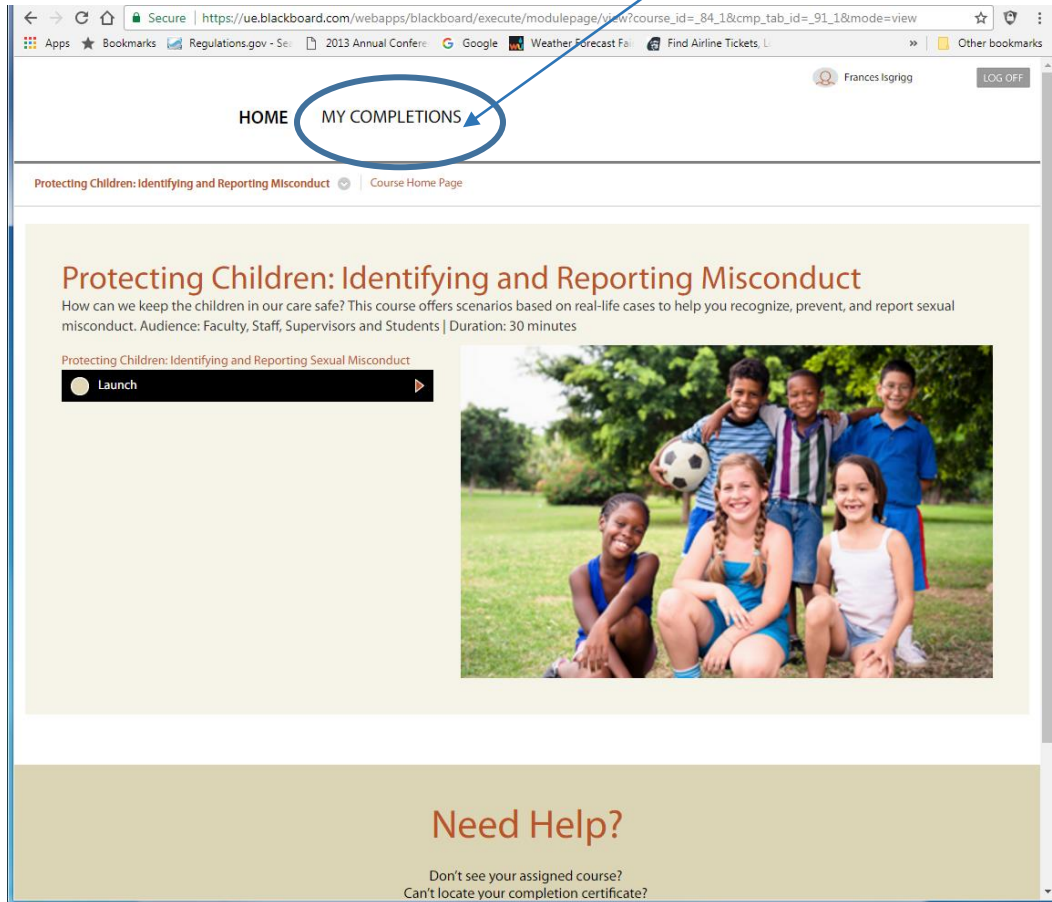


Step 7: The first page is an option for a transcript that will allow you to play the program w/o sound. **Click on close** and training will start! Click on the **sound icon** to control the level of sound.

Note that not all items that you click on through the course will have sound. If you stop in the middle of the course the program will save your location and start you where you left off.



Step 8: When you have completed the course, close the course and it will take you back to the Launch Page which is the Course Home Page. Click on **My Completions**.

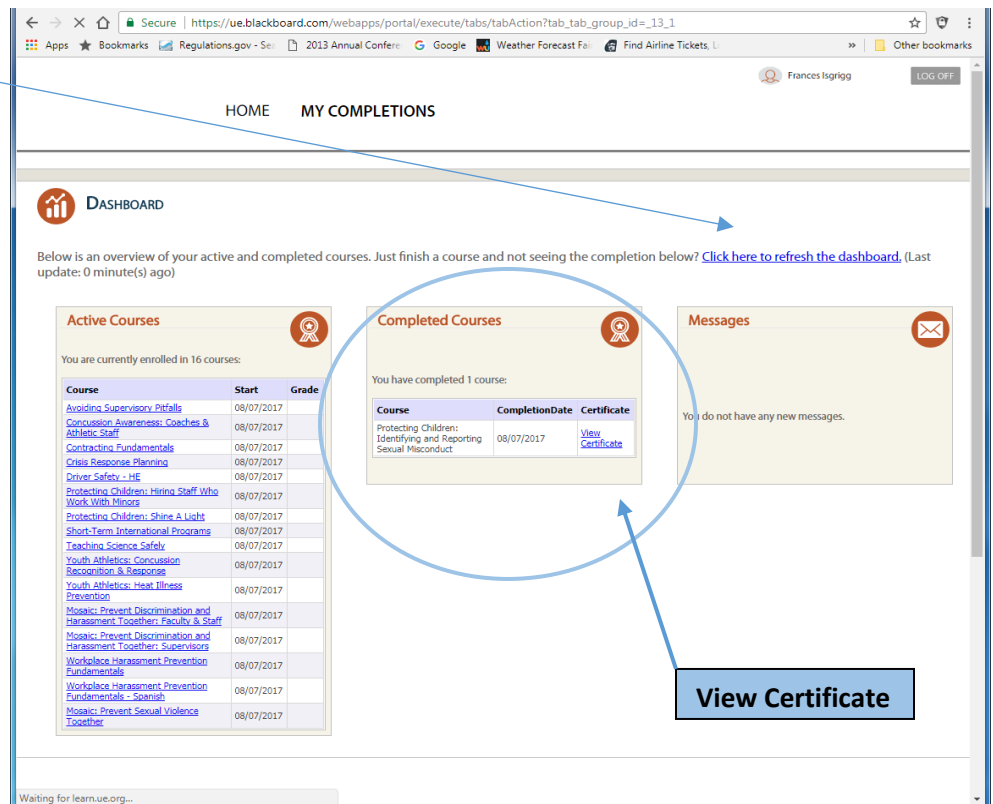


Step 9: If the course you completed does not appear, click on **Click here to refresh dashboard.** If you so desire, click on **View Certificate** under the Completed Courses Column or Box.

The certificate will save as an Adobe Acrobat Document at the location of your choice on your computer system. **Provide the certificate to your training coordinator.**

Additionally, this training will be added to Intelex as completed.

LOG OFF



You have now completed this training module and should receive an email within 24 hours that looks like this:

Congratulations!

You are receiving this email as confirmation of your recent completion of the **Protecting Children: Shine A Light** course.

Course Name: Protecting Children: Shine A Light

Completion Date: 8/8/2017

Download your Certificate here: <http://learn.ue.org/Certificate.aspx?ECID=NaMz4aqX2CU=>

We'd Love to Hear Your Thoughts!

You will receive an email from our team inviting you to share your experience taking **Protecting Children: Shine A Light** and seeking feedback on the course material and whether you found the training to be a valuable learning experience.

Thank you in advance for taking the time to share your impressions with our team!

Need Help?

Should you experience any difficulty downloading your completion certificate, please contact our toll free Help Desk at [\(844\) 348-3650](tel:8443483650) for assistance.

Thank you for training with us!