



# SAN JUAN COLLEGE

## **Preventing Sexual Harassment: Online Version**

**Required:** All Employees; Refresher once every two years

San Juan College requires all employees to receive training to prevent harassment once every two years.

This online version is appropriate for those employees who have already received the face to face training (with the exception of adjunct faculty) or who work at a distance from main campus. You are asked to take the refresher appropriate to your job category -**read the directions below and online carefully**, to complete the requirement correctly.

### **Directions for Completing Requirement**

- 1 **Open your web browser** or click the link below.
- 2 **Go to the website** <http://training.newmedialearning.com/psh/sanjuancollege/>.
- 3 **Choose your edition** according to your position with the college.
- 4 **Click Refresher** if you have had Prevention training previously **at San Juan College**. **Click First Time User** if you have not taken the training previously **at San Juan College**.
- 5 **Use the blue arrows** and drop down menu at the top of the page to move around the program. Following Dr. Spencer's introduction, a directions page will guide you through the rest of the program.
- 6 **If you leave the program before completing it**, be sure to bookmark the location, or use the dropdown menu at the top to return to the section. This program does not automatically return you to the place you left off.
- 7 **Upon completion of the course, you will need to print your certificate.** You may not be able to save the certificate and will need to make sure you are connected to a printer when completing the last part of the course.
- 8 **Make a copy of your certificate** and send the copy to Valerie Wheeler in Human Resources to complete the requirement. Keep the original copy in a safe place; the program does not allow you to access the certificate again without taking the course over.