

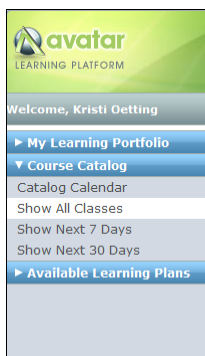
How Do I Access and Complete My Online Equity and Diversity Compliance Training?

- ✓ Search the online catalog for compliance courses
- ✓ Locate compliance courses
- ✓ Register for a compliance course
- ✓ Launch and complete the compliance courses
- ✓ Certify completion and print a certificate
- ✓ Navigation Buttons and Functions Key

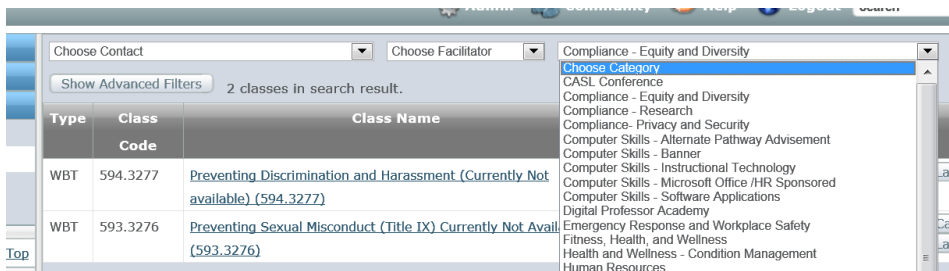
Step 1: Access your **Current Class** list located under the **My Learning Portfolio** tab to see if the Equity and Diversity Compliance classes are already listed for you to complete.

- *If they are listed in your Current Class list, then proceed to Step 8.*
- *If they are not listed, then you will need to register for your classes. Proceed to Step 2 to register for the classes.*

Step 2: Click on the **Course Catalog** button and select the **Show All Classes** link:



Step 3: Filter classes by using the **Choose Category** dropdown menu to locate the compliance course, select the **Compliance – Equity and Diversity** category:



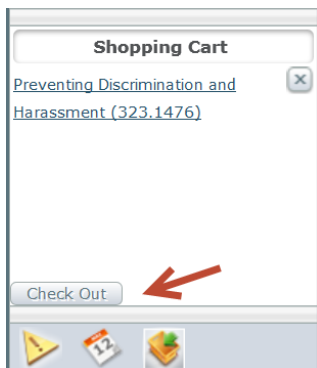
The Institutional Equity and Compliance required training courses are:

- Preventing Discrimination and Harassment
- Preventing Sexual Misconduct (Title IX)

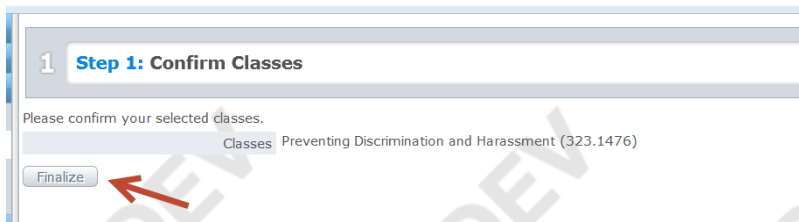
Step 4: Click on the **Add to Cart button** under the Action Column to select your course(s) and add to your Shopping Cart.

SCORM	323.1476	Preventing Discrimination and Harassment (323.1476)	HR Employee Development and Performance	None	Add to Cart
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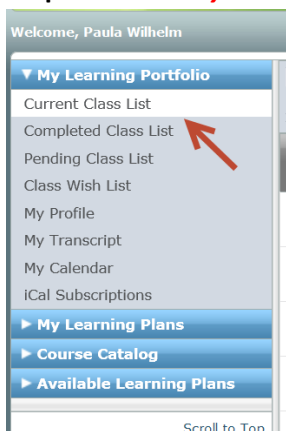
Step 5: Click on the **Check Out button**.



Step 6: Click the **Finalize button** to complete your registration.

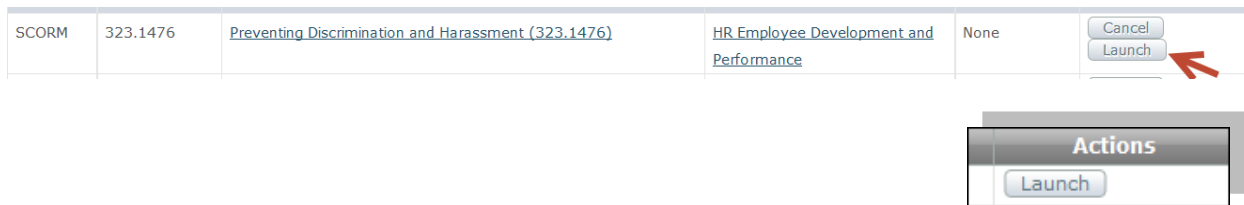


Step 7: Under **My Learning Portfolio**, select the **Current Class List** Link.

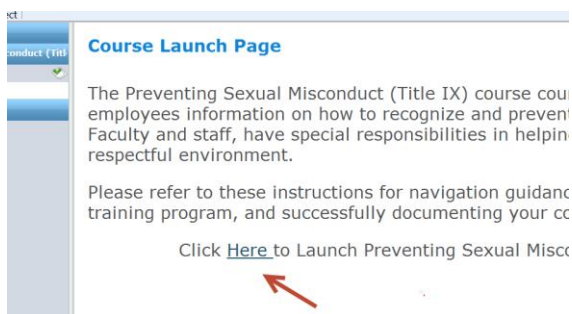


Step 8: Click on the **Class Name Link** for the class you wish to complete to see an overview of the training and important navigation instructions. Read carefully and follow any additional instructions found under **Class Notes**.

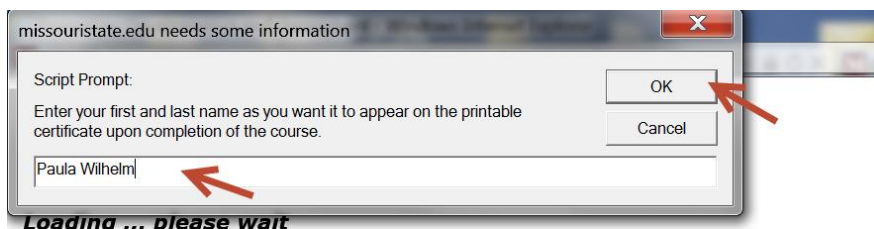
Step 9: Click on the **Launch button** located under the Action column for the selected class to begin the online training. The Course Launch Page will **open in a separate window** for you to review the content.



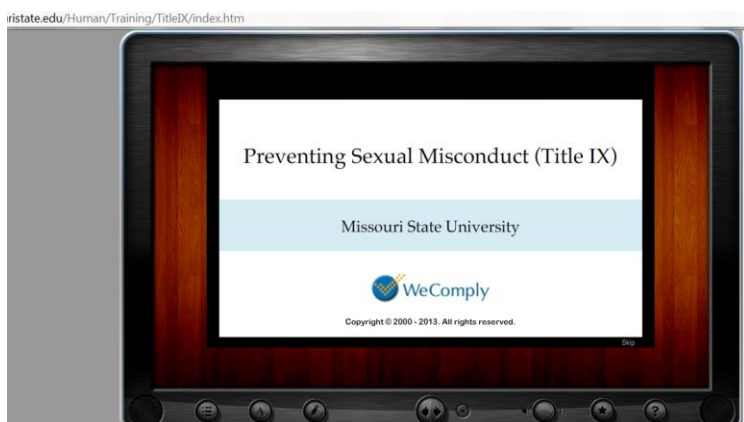
Step 10: The online training course will open in a separate window. Click on "[Here](#)" hyperlink to access the training. The training course will open in a separate window. **Please disable any pop-up blockers.**



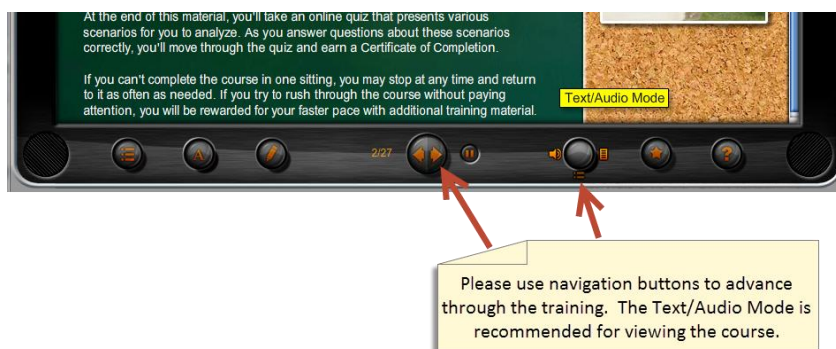
Step 11: Enter your name in the **Script prompt** and **Click the OK button** to start the training.



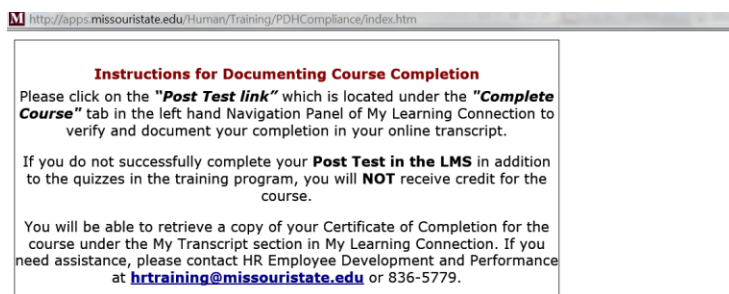
Step 12: The training course will open in a separate window.



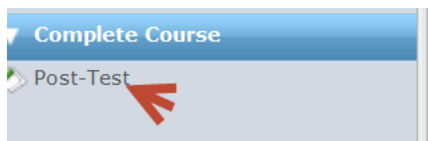
Step 13: After the introduction you will be able to access the **Navigation Buttons** located in the online training program to navigate and view the course material. The **Text/Audio Mode** is recommended for viewing the course. **Please refer to Page 7 of this document for additional information** on the navigation buttons and functions of this training course:



Step 14: Please follow the instructions provided at the end of the course to verify and document your course completion electronically in My Learning Connection:



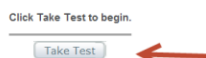
Step 15: Click on the **Post Test** link located under the Complete Course tab located in the left hand Navigation Panel of My Learning Connection:



Step 16: Click the **Take Test Button** to access verification of training.

Preventing Sexual Misconduct (Title IX) Post-Test

Complete Course



Instructions

Step 17: *Select the appropriate Radio Button* for your response and then click the *Submit Answer Button*. You must select “I agree” in order to successfully complete the compliance training requirement.

Test Question 1 of 1

I have read and understood our organization's policy prohibiting sexual discrimination, harassment, and violence. I agree to abide by it. I understand that a violation of the policy is grounds for discipline, which could include termination of my employment. By agreeing to this statement you are verifying that you have completed the training and agree to follow Missouri State University Policies and Procedures provided in this program. Please respond appropriately to the following statement to verify your completion of the Preventing Sexual Misconduct (Title IX) course.

☐ I agree.
 ☐ I do not agree.

Submit Answer

Step 18: At the next screen, *Click the Finalize button* to submit your answer.

FINALIZE

Step 19: After you click the Finalize button, you will see a message on the screen stating that you have successfully passed or completed the compliance training along with a confirmation email from MyLearning@MissouriState.edu in your University email account.

Post-Test - Passed

Here are your graded answers. The course reference links, where applicable, to the part of the course from which the question was taken.

Question	Your Answer	Instructor Response	Course Reference
1. I have read and understood our organization's policy prohibiting sexual discrimination, harassment, and violence. I agree to abide by it. I understand that a violation of the policy is grounds for discipline, which could include termination of my employment. By agreeing to this statement you are verifying that you have completed the training and agree to follow Missouri State University Policies and Procedures provided in this program. Please respond appropriately to the following statement to verify your completion of the Preventing Sexual Misconduct (Title IX) course.	Your answers are undefined. Correct answers are bold. I agree. - I do not agree.	100% Correct. Facilitator Response: Congratulations! You have successfully completed the required compliance training.	

Year Percentage: 100
Passing Percentage: 100.00

Complete Course

Test Reference Number: 10933 309 100 1
Score: 100%
Test Status: Passed

You have passed the requirements for completion of this course.

Certificate

Step 20: (Optional) Click on the Certificate button located at the bottom of the page to print off your certificate or you can access it later under My Learning Portfolio area in My Transcript. There is no need to send a copy to Human Resources since your completion has been documented electronically.

Post Test / Verification

Test Reference Number: 3338 285 100 1
Score: 100%
Test Status: Passed

You have passed the requirements for completion of this course.

Certificate

Please click the above button to print out a certificate of your completion.

If you experience a problem with the grading, please contact the administrator.

Step 21: The certificate is a PDF file that you can view, save as a file, or print off for documentation. The certificate will always be available to print under **My Transcript in your My Learning Portfolio tab** to retrieve at any time.

▼ My Learning Portfolio

Current Class List

Completed Class List

Pending Class List

Class Wish List

My Profile

My Transcript

My Calendar

iCal Subscriptions



WBT	Preventing Sexual Misconduct (Title IX) Currently Not Available (593.3276)	Passed	11/18/2013	CH: 0.5	CH: 0.5	 Certificate
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Step 22: Click on the Browser Tab for Course Player to close out of the online training program and to return back to My Learning Connection to logout or register for another class.

Note: IMPORTANT - Be sure to click on the Post Test option located in the left hand Navigation Panel to complete your verification of the training and to have it documented as completed in My Transcript.

Please follow these instructions carefully to verify completion of the compliance courses. If you have questions, please contact HR Employee Development and Performance at extensions 65779/4592 for assistance.

Navigation Buttons and Functions Key:



The online training program has a bookmark function that allows you to return back to the last page you viewed or to start the training program from the beginning.



Click this button for the Table of Contents. Highlight a chapter of the course and click the "Go to Page" button to skip to a different chapter. Note, however, that you cannot advance to a chapter that you have not already completed.



Click this button to enlarge or reduce the size of the text.



Click this button to jot down notes about the course. Click the "E-mail" button to send the notes to yourself at any point in the course.



Click this button to go to the previous or next chapter.



Click this button to start or pause the audio.



Click this button to change modes. Available modes are (a) audio with bullets, (b) audio with full text and (c) full text without audio.



When a yellow "sticky note" appears on the bulletin board, click the note for related content — news clippings, FAQs, etc.

- Title VII of the [Civil Rights Act](#) prohibits discrimination based on a person's race, color, sex, religion or national origin;

Click on Hyperlinks to access additional information about the topic.