



# ESSENTIAL TRAINING FOR EMPLOYEES: POLICY ON HARASSMENT & DISCRIMINATION PREVENTION

United Educators Online Course

Campus Contact:  
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# INSTRUCTIONS



To access the course, employees will need to follow a web link to UE's Learning Management System and enter the institutional code provided.

Follow the following steps:

1. Click on the link <http://elearning.ue.org>
2. First time users should select the link to create a new account on the right side of the screen
  - a. use the institutional registration code: 1233-2989-XY12
  - b. provide specific information about your role at the institution, then create a username and password
3. Use your username and password each time you log in to use the LMS using the link provided in step 1.

For most people, the course will take 45 minutes to complete. If you have to stop, you can log back in and resume where you left off. Once you start, you have 45 days to complete it.

# UNIVERSITY POLICIES ON HARASSMENT PREVENTION



- At various times, the course will recommend that you refer to the University's Policies at

Policy on Sexual Harassment

and

Policy on Non-discrimination

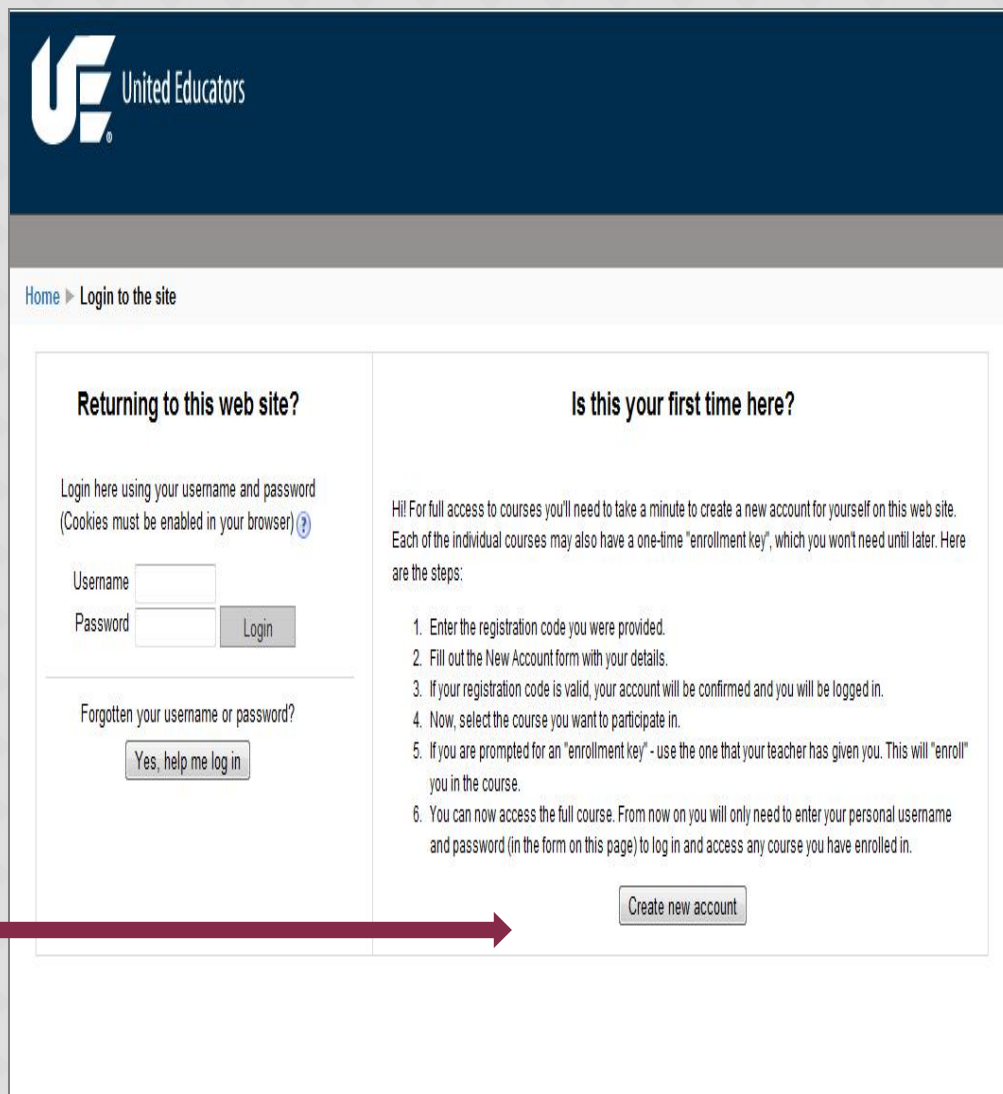
Trouble shooting:

- If you have problems accessing the course, please contact the United Educators Helpdesk: [uehelpdesk@perceptis.com](mailto:uehelpdesk@perceptis.com) or 301-830-4587
- If you have any questions about the policy please contact the Office of Equity and Diversity at [diversity@scranton.edu](mailto:diversity@scranton.edu) or 570-941-6645



# ACCESS VIA UoFS CODE

**Step 1.** Go to *elearning.ue.org* and click on “Create new account.”

A screenshot of the United Educators (UE) website's login page. The page has a dark blue header with the UE logo and the text "United Educators". Below the header, there is a navigation bar with "Home" and "Login to the site". The main content area is divided into two columns. The left column is titled "Returning to this web site?" and contains a login form with fields for "Username" and "Password", a "Login" button, and a link "Yes, help me log in" for forgotten credentials. The right column is titled "Is this your first time here?" and contains a welcome message, a list of six steps for new users, and a "Create new account" button. A large red arrow points from the text "Create new account." in the Step 1 instruction to the "Create new account" button on the right side of the page.

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Forgotten your username or password?

**Is this your first time here?**

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Enter the registration code you were provided.
2. Fill out the New Account form with your details.
3. If your registration code is valid, your account will be confirmed and you will be logged in.
4. Now, select the course you want to participate in.
5. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
6. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

# ACCESS VIA THE U<sub>o</sub>F<sub>S</sub> CODE

A screenshot of the United Educators registration form. The form has a dark blue header with the "UE" logo and "United Educators" text. Below the header, it says "Please enter the registration code you were provided below." and "Registration code" followed by a text input field. A red arrow points to the input field. Below the input field are "Next" and "Cancel" buttons.

United Educators

Please enter the registration code you were provided below.

Registration code

**Step 2.**  
Enter the institution  
code 1233-2989-XY12  
when prompted for a  
registration code.



# CREATE AN ACCOUNT

**Step 3.**  
Complete the registration information to establish an account.

A screenshot of the United Educators account creation form. The form is titled "Choose your username and password" and includes fields for "Username\*", "Password\*", and "Unmask". Below this is a section titled "More details" with fields for "Email address\*", "Email (again)\*", "First name\*", "Last name\*", "City/town\*", and "Country\*" (set to "United States"). At the bottom is a section titled "Other fields" with fields for "Department\*" and "Position Title\*". The form has a "Create my new account" button and a "Cancel" button. A red error message at the bottom right states "There are required fields in this form marked\*." The United Educators logo is in the top left corner, and the text "You are not logged in. (Login)" is in the top right corner.

United Educators

You are not logged in. (Login)

Home > Login > New account

Choose your username and password

Username\*

Password\*  ☐ Unmask

More details

Email address\*

Email (again)\*

First name\*

Last name\*

City/town\*

Country\*

Other fields

Department\*

Position Title\*

There are required fields in this form marked\*.

You are not logged in. (Login)

# CHOOSE YOUR COURSE



United Educators

You are logged in as Wimmie Pa

## Online Courses

Courses are self-paced and range in length from 30 minutes to over two hours. Knowledge checks and/or final quizzes are included in all courses to help you understand whether you've successfully mastered the information. To learn more about a specific course before enrolling, click [HERE](#) to view a podcast.

**Take a course today!**

**Contracting**

- [Contracting Fundamentals](#)
- [Risk Transfer/Allocation](#)

**Experiential Learning**

- [Short-Term International Programs](#)

**Harassment/Discrimination**

**Preventing Workplace Harassment**

Higher Ed Versions	K-12 Versions	
	Independent Schools	Public Schools
<ul style="list-style-type: none"><li><a href="#">Staff</a></li><li><a href="#">Faculty</a></li><li><a href="#">Supervisors</a></li><li><a href="#">Faculty Who Supervise</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">Faculty &amp; Staff</a></li><li><a href="#">Supervisors</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">Faculty &amp; Staff</a></li><li><a href="#">Supervisors</a></li></ul>

[Privacy Policy](#)

**System Requirements**

Please enable pop-ups in your web browser.

Speakers or earphones are needed for audio segments.

The latest version of Adobe Flash Player must be installed on your computer.

[Get ADOBE FLASH PLAYER](#)

[Get ADOBE READER](#)

**Step 4.** On the course home page, under *Harassment/Discrimination*, click on your employee group (Staff, Faculty, Supervisors, or Faculty Who Supervise) to begin the course.





# ENROLL IN COURSE

United Educators

[Home](#) ▶ [Courses](#) ▶ [Login to Staff](#)

You are about to enroll yourself as a member of this course.  
Are you sure you wish to do this?



**Step 5.** Answer “yes”  
when asked about  
enrolling in a course.

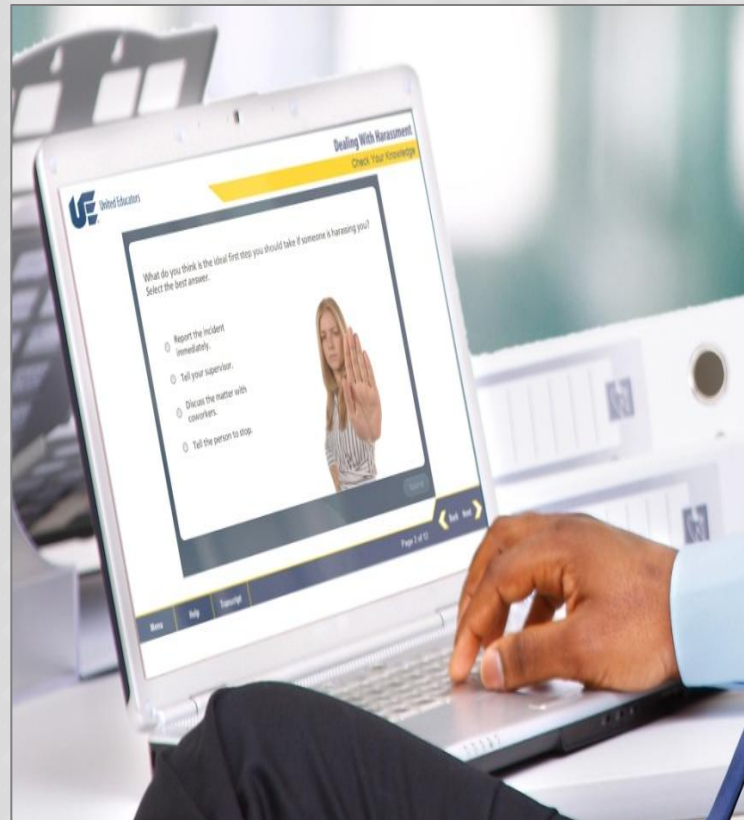




# COMPLETE SECTIONS

You are ready to take the course!

- Please refer to the University Policies as many times as needed.
- Approx. average time of completion is 45 min.
- You can stop and resume where you left off.
- Once you start, you have 45 days to complete it (system resets in 45 days).



# PRINT & SEND CERTIFICATE



Upon completion, print certificate when prompted. Scan and email copy to [diversity@scranton.edu](mailto:diversity@scranton.edu) or print and send hard copy to Office of Equity & Diversity, IMBM Suite 100, University of Scranton.

