



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

United Educators Online Course

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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](#)

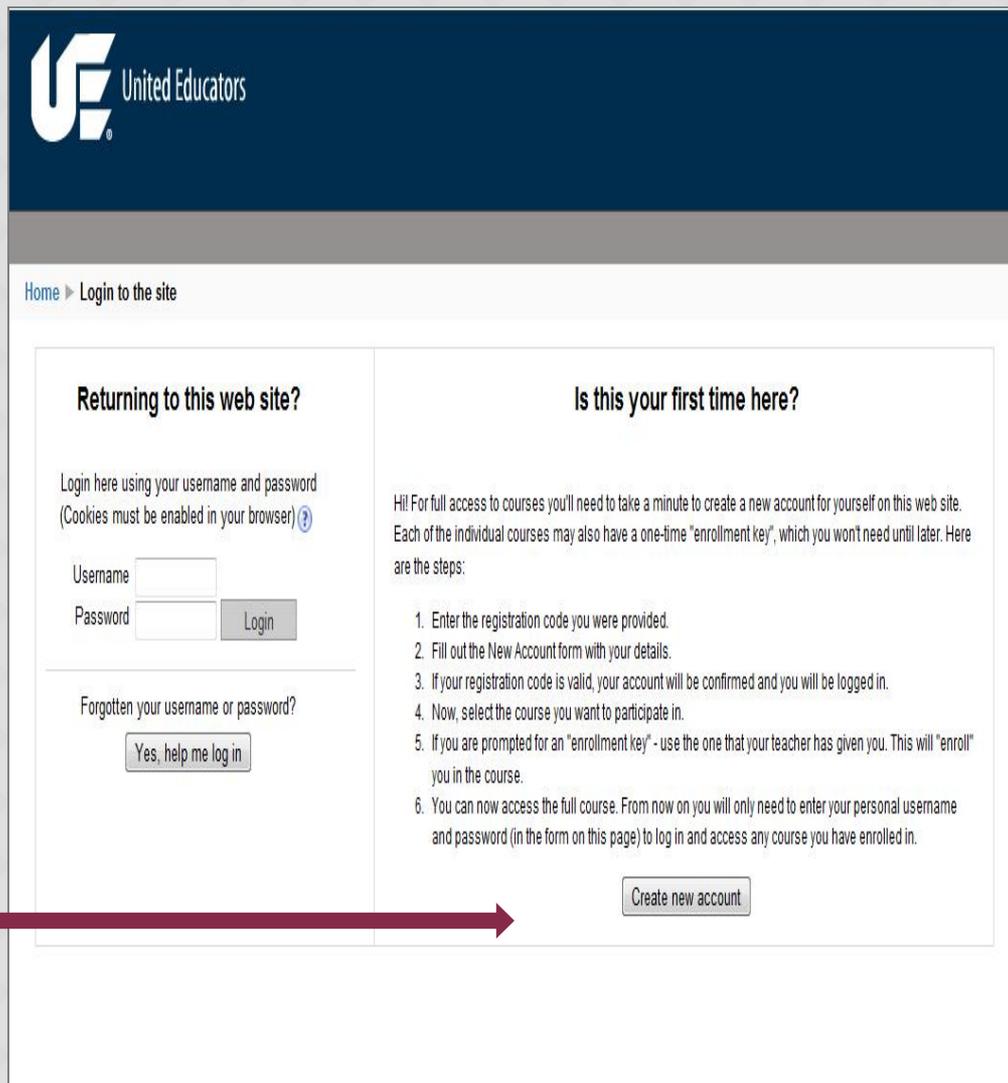
Trouble shooting:

- 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 website's login page. The page has a dark blue header with the "UE United Educators" logo. Below the header 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 for "Forgotten your username or password?". The right column is titled "Is this your first time here?" and contains instructions for new users, a list of six steps, and a "Create new account" button. A large red arrow points from the text on the left towards the "Create new account" button.

## 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 website registration page. The header shows the "UE United Educators" logo. Below the header, the text "Please enter the registration code you were provided below." is displayed. A text input field labeled "Registration code" is present, with a red arrow pointing to it from the right. Below the input field are "Next" and "Cancel" buttons.

**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.

The screenshot shows the 'Create my new account' form in the United Educators system. The form is divided into three sections: 'Choose your username and password', 'More details', and 'Other fields'. The 'Choose your username and password' section includes fields for 'Username\*' and 'Password\*' with an 'Unmask' checkbox. The 'More details' section includes fields for 'Email address\*', 'Email (again)\*', 'First name\*', 'Last name\*', 'City/town\*', and 'Country\*' (set to 'United States'). The 'Other fields' section includes fields for 'Department\*' and 'Position Title\*'. At the bottom, there are 'Create my new account' and 'Cancel' buttons. A red error message at the bottom right states 'There are required fields in this form marked\*'. The top of the page shows the 'United Educators' logo and 'You are not logged in. (Login)'. The bottom of the page also shows 'You are not logged in. (Login)'.

# CHOOSE YOUR COURSE



The screenshot shows the United Educators website interface. At the top left is the "United Educators" logo. The main heading is "Online Courses" in a large green box. Below this, there are sections for "Contracting", "Experiential Learning", and "Harassment/Discrimination". Under "Harassment/Discrimination", there is a sub-section "Preventing Workplace Harassment" with a table of course options. A red arrow points to the "Staff" option in the "Higher Ed Versions" column. On the right side, there are links for "Privacy Policy", "System Requirements", and "Get ADOBE FLASH PLAYER" and "Get ADOBE READER".

**United Educators**

You are logged in as Wimmie P...

## 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>Staff ▶</li><li>Faculty ▶</li><li>Supervisors ▶</li><li>Faculty Who Supervise ▶</li></ul>	<ul style="list-style-type: none"><li>Faculty &amp; Staff ▶</li><li>Supervisors ▶</li></ul>	<ul style="list-style-type: none"><li>Faculty &amp; Staff ▶</li><li>Supervisors ▶</li></ul>

[Privacy Policy](#)

**System Requirements**

Please enable pop-ups in your 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

The screenshot shows the United Educators interface. At the top left is the "United Educators" logo. Below it is a breadcrumb trail: "Home > Courses > Login to Staff". The main content area contains a confirmation message: "You are about to enroll yourself as a member of this course. Are you sure you wish to do this?". At the bottom of this message are two buttons: "Yes" and "No". A red arrow points from the "Yes" button down to the text below.

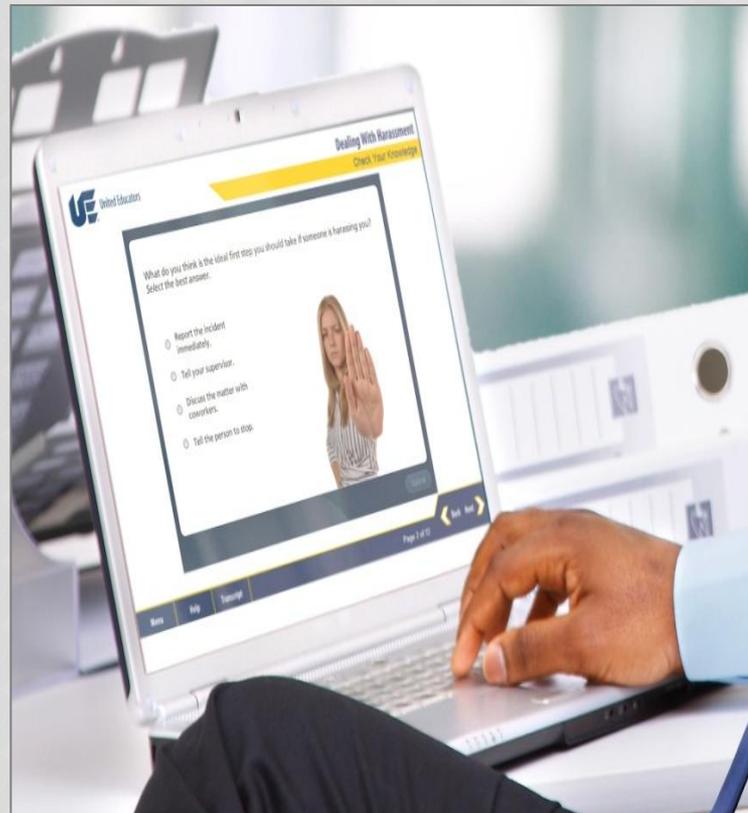
**Step 5.** Answer “yes” when asked about enrolling in a course.



# 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.

