

Procedure	Complete Preventing Workplace Harassment Training	Effective Date:	January 2013
Procedure #	5.4		
Functional Area	Training and Org. Development	Revised Date(s)	01/14/2013

Purpose:

The purpose of this vendor process is to complete the required Preventing Workplace Harassment online training module.

Locating Course Procedure:

1. Log in to eTraining at etraining.emich.edu and following eTraining Log in Procedure (Procedure 5.2).
2. Click the tab labeled “Catalog”
3. If you are a New Hire, open the EMU New Hire Training folder. If you are already an employee, please open the Policy Learning Programs folder.
4. Double click on the Preventing Harassment in the Workplace Course.
5. Hold your mouse over the title of the course and click “Launch.”

The course will launch in a separate window.

Alternate Course Location:

1. Enter <http://training.newmedialearning.com/pwh/emichu/> into your internet browser address bar.
2. Click the button labeled “Continue” on that page to begin the online training module.

Completion of Course Procedure:

1. Navigate the training module following the on screen instructions.
2. Complete the Mastery Test at the conclusion of the training module.
3. Enter in your name and E Number when prompted to ensure a record of your completion is generated.