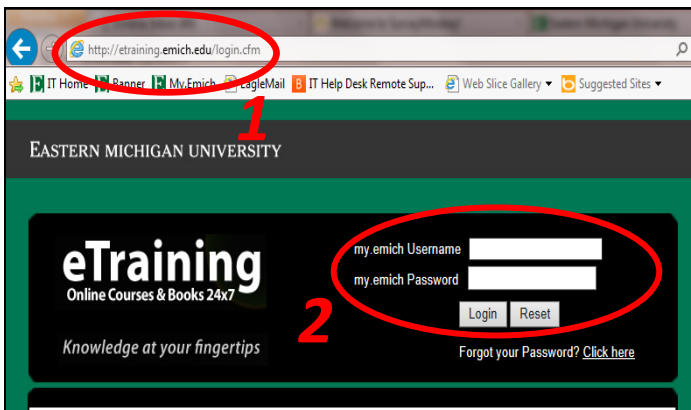


Clery Act Training Reference Guide

According to the Clery Act, your position has been determined to be a Campus Security Authority (CSA). In order to help you understand your role, responsibilities, and obligations under the act, EMU has put together a training to help you become fully aware of what is required according to the law. Should you have any additional questions about your role as a CSA after completing this training, please contact either the Department of Public Safety at (734) 487—1222 or Legal Affairs at (734) 487— 1055.

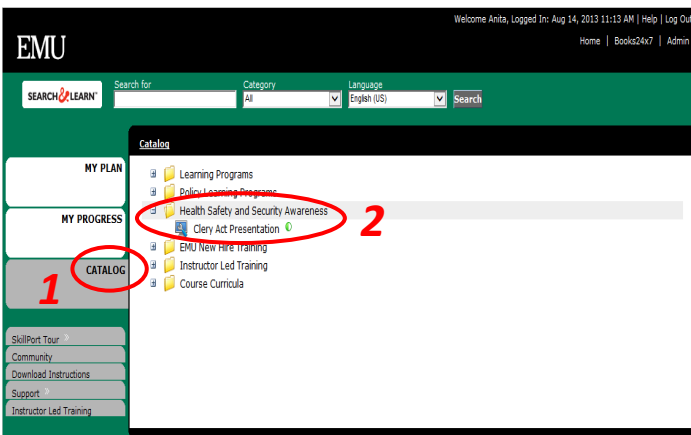
Please follow this step-by-step guide to access this learning module in EMU’s eTraining Learning Management System.



Logging in to eTraining

1. Type etraining.emich.edu into your browser’s URL.
2. Once the log in screen appears, type in your my.emich Username and Password.

Trouble Shooting:
eTraining Learning Management System requires Java to be updated. Make sure that Java is up-to-date if you are unable to successfully log in to the system.

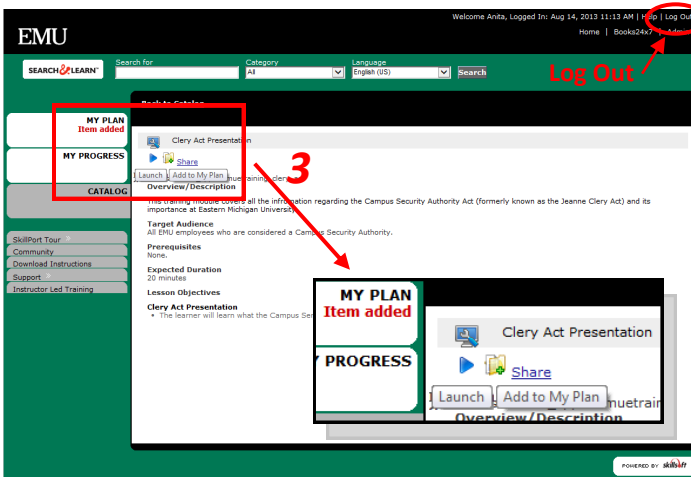


Accessing the Clery Act Learning Module

1. Click on the Catalog to the left side of the screen.
2. Select the folder titled *Health Safety and Security Awareness*.
3. Click on *Clery Act Presentation* to save it to your etraining plan and to launch the training.

Note:
It is important to view the entire training program before taking the Clery Act Test to ensure successful completion of the learning module.

You do not need to complete the course in one sitting. You may save it to your plan and return where you left off at a later date.



Logging out of eTraining

To log out of eTraining, click on “Log Out” in the upper right hand corner or simply close the browser window.