Instructions for Completing "Workplace Harassment Prevention & Preventing Sexual Harassment"

1. Go to: https://skidmore.okta.com/login/login.htm
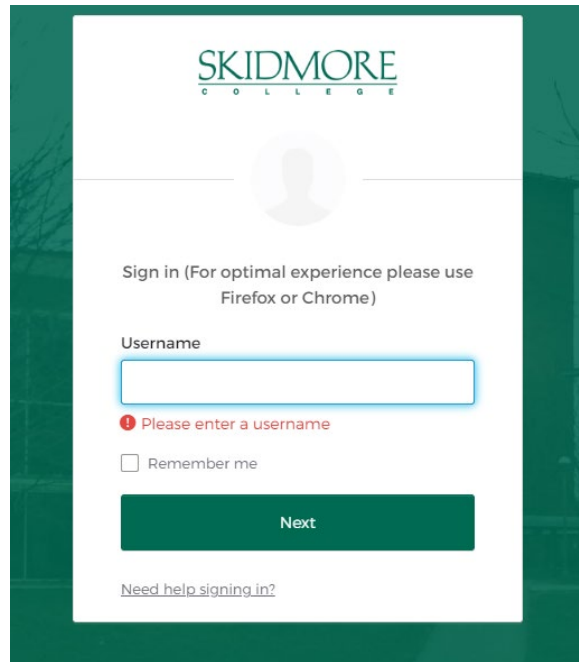
   a. Log into Okta
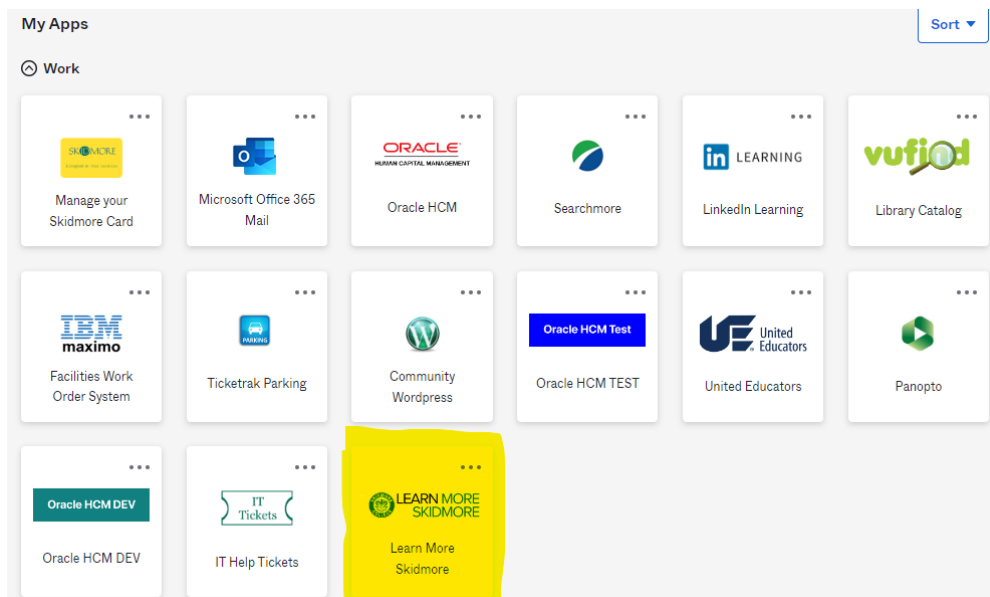
   b. Click on the "Learn More Skidmore" App under My Apps in Okta

2. Once on the Training Portal site, click **Workplace Harassment Prevention** under *My Learning*

3. Under Training Slides, click on Workplace Harassment Prevention

4. You will now begin the training, click *view* to begin that section of the training
   a. **Note:** You must take the training in sequence, starting with the **introduction**. You cannot skip ahead to different sections. You will be asked to answer multiple choice questions in various sections throughout the training. If you get an answer wrong, you will be provided the correct information.

5. You must watch the training in its entirety. Please see the contact information for submitting questions related to the content of the training

6. Once you finish the training, you may close the window or click the "Learn More Skidmore" Icon in the top left corner of the page to return to the homepage
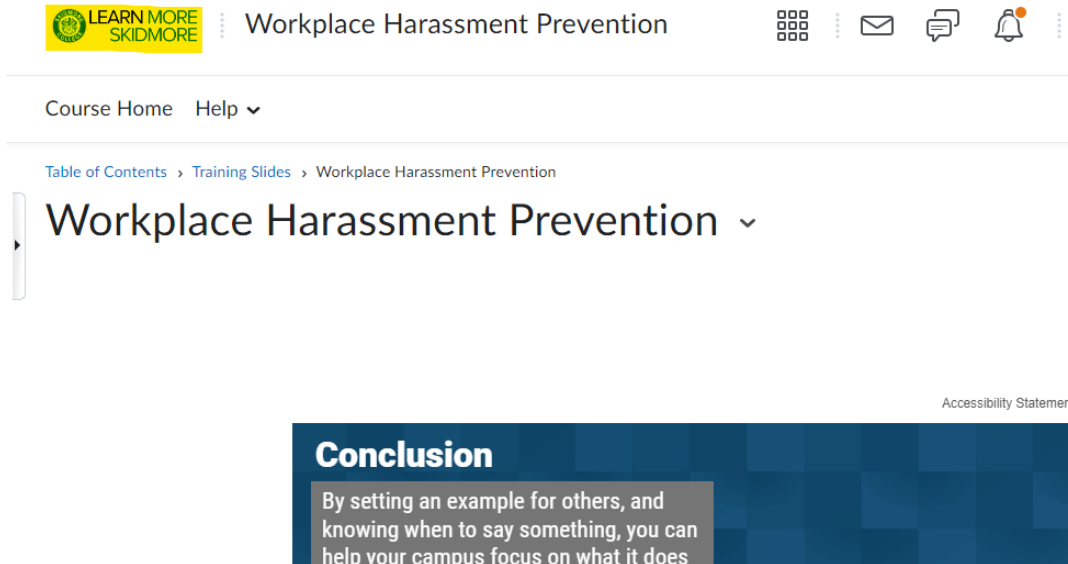
7. You will receive an email from the system confirming your course completion
8. Go back to the homepage and select **"Preventing Sexual Harassment"** to complete the second training
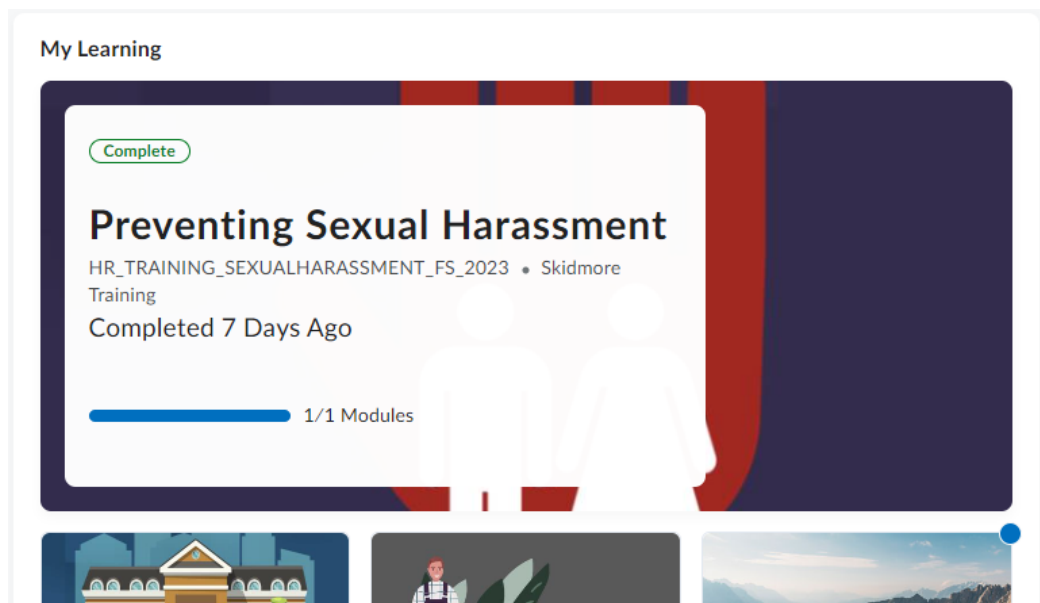
If you are unable to log into the portal or need any further assistance, please contact Human Resources at (518) 580-5800.