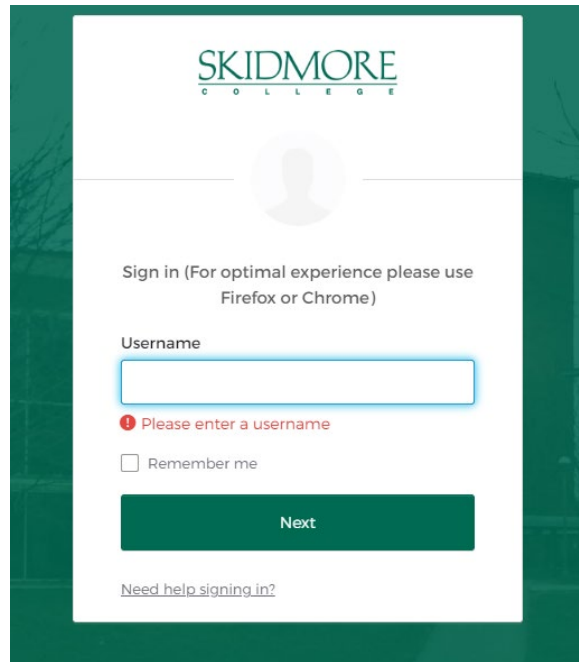
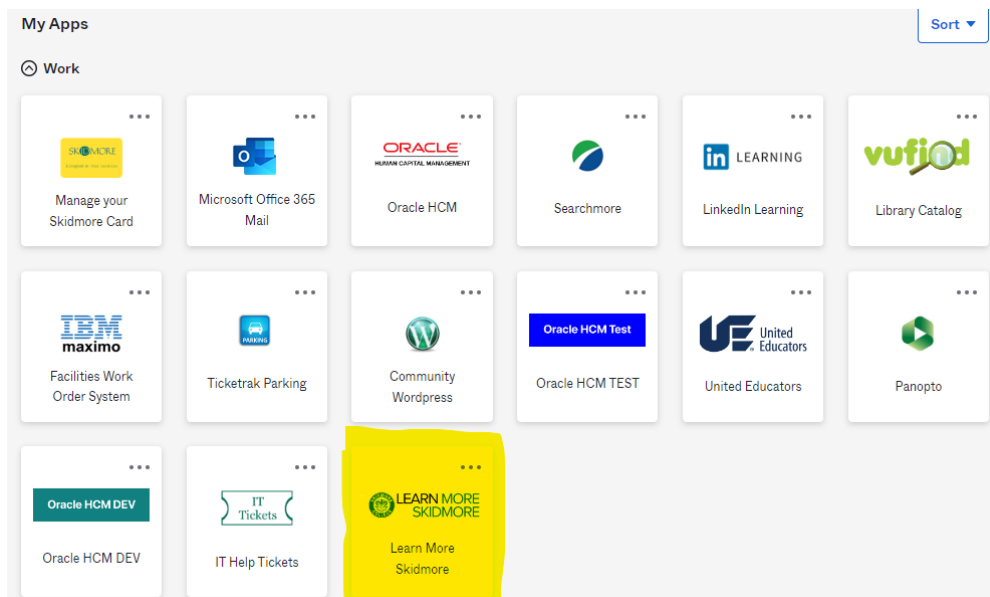


Instructions for Completing “Workplace Harassment Prevention & Preventing Sexual Harassment”

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*

The screenshot shows a 'My Learning' dashboard. At the top, there is a large card for 'Workplace Harassment Prevention' with a 'Complete' badge. Below the title, it lists 'HR_TRAINING_ANTI HARASSMENT_FS_2023 • Skidmore Training' and 'Completed 7 Days Ago'. A progress bar indicates '1/1 Modules' are completed. Below this are three smaller cards: 'Protecting Children: Identifying and Reporting Sexual Misconduct' (Completed 7 Days Ago), 'Preventing Sexual Harassment' (Completed 7 Days Ago), and 'IT Security Training'. At the bottom left, there is a link 'View All Learning'.

3. Under Training Slides, click on Workplace Harassment Prevention

The screenshot shows the course page for 'Workplace Harassment Prevention'. At the top, there is a header with the Skidmore College logo and the text 'LEARN MORE SKIDMORE'. Below the header, there is a navigation bar with 'Course Home' and 'Help'. A dropdown menu for 'Training Slides' is open, showing 'Workplace Harassment Prevention'. On the right side, there is an 'Announce' section with the text 'NEW SEXU WOR' and a message from Aaron Kend: 'CONFID CALL1-8 People e may use pro-bonc complair available'.

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.



Preventing Workplace Harassment

This course will take approximately 30 minutes to complete. If you need to close the course prior to completing it, your location in the course will be saved.

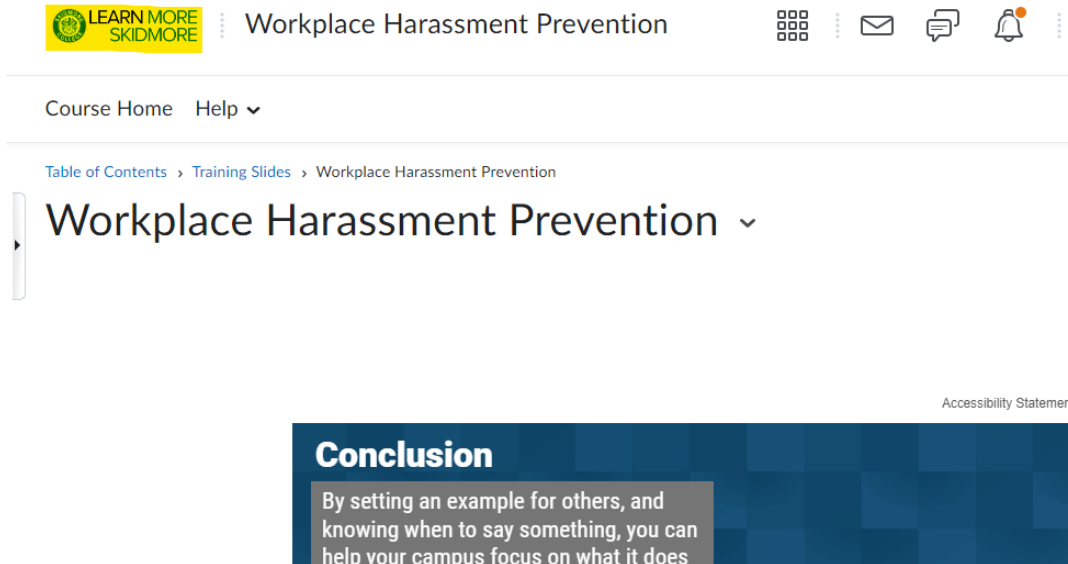
[Get Started](#)

[Accessibility Statement](#)

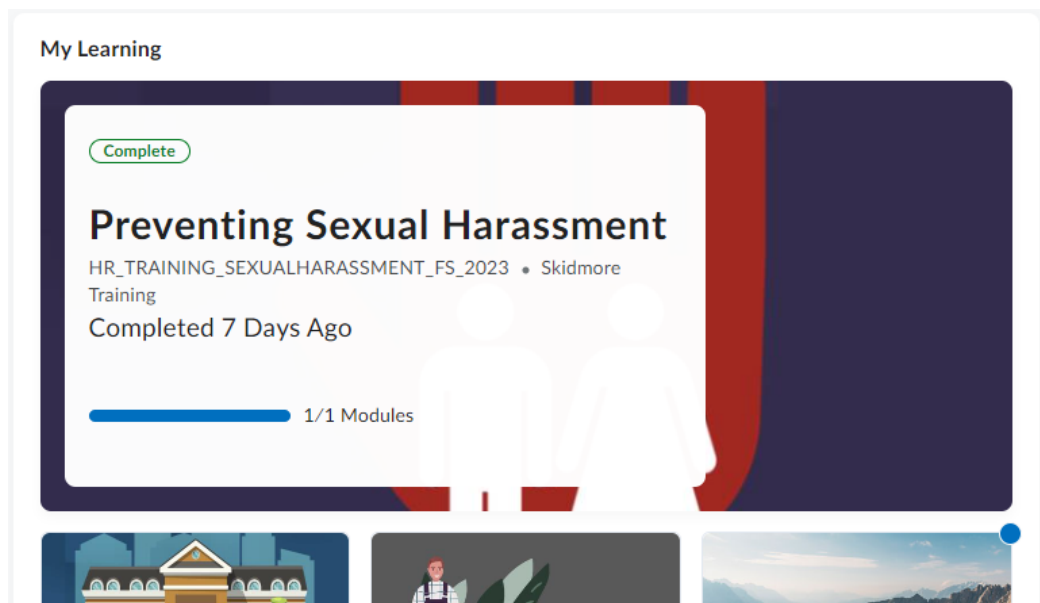
The banner features a dark blue background with a white title 'Preventing Workplace Harassment' at the top. Below the title is a grey text box containing the course duration and completion information. A blue button with the text 'Get Started' is positioned to the left of an illustration. The illustration shows five diverse people (three women and two men) holding hands in front of a large, classical-style building with a pediment and columns. The background of the illustration includes a stylized city skyline.

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

- 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



- You will receive an email from the system confirming your course completion
- 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.