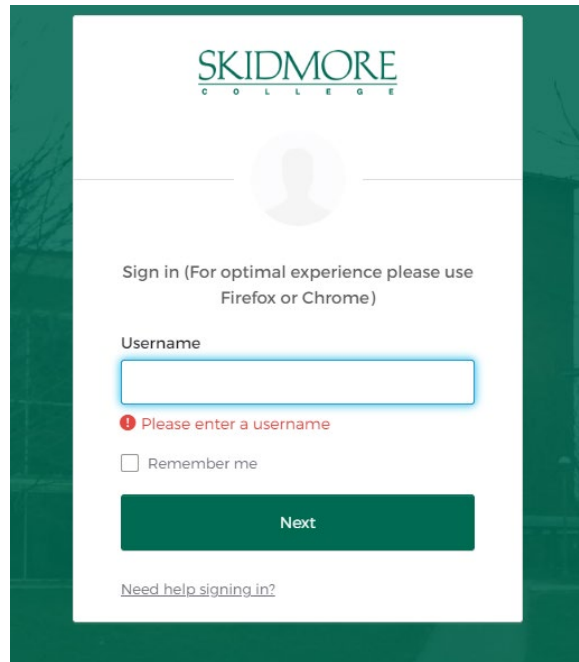


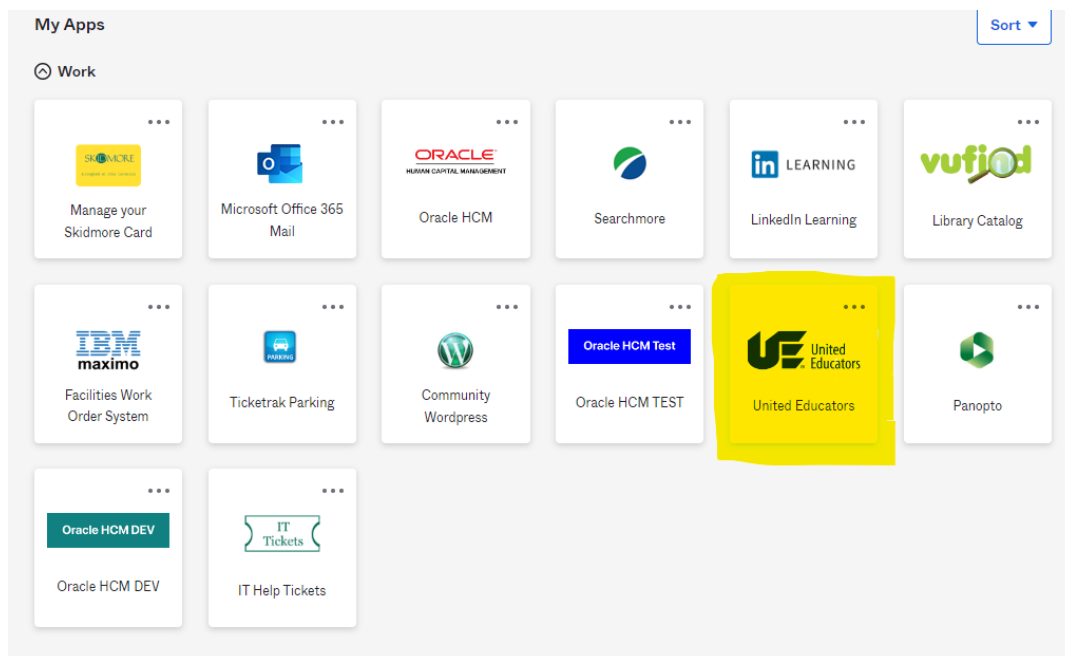
Instructions for Completing “Workplace Harassment Prevention & Preventing Sexual Harassment”

1. Go to: <https://skidmore.okta.com/login/login.htm>



The image shows the Skidmore College Okta login page. At the top is the Skidmore College logo. Below it is a placeholder for a user profile picture. The text "Sign in (For optimal experience please use Firefox or Chrome)" is displayed. There is a "Username" label above a text input field. Below the input field is a red error message: "Please enter a username". There is a "Remember me" checkbox. A green "Next" button is at the bottom. A link "Need help signing in?" is at the very bottom.

- a. Log into Okta



- b. Click on the United Educators App un My Apps in Okta
2. You will be directed to the home page:



Once on the Training Portal site, scroll down to *My Courses* and click **Workplace Harassment Prevention – Faculty & Staff**

3. Once the Launch site appears – click the Launch button



4. A pop-up window will 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.

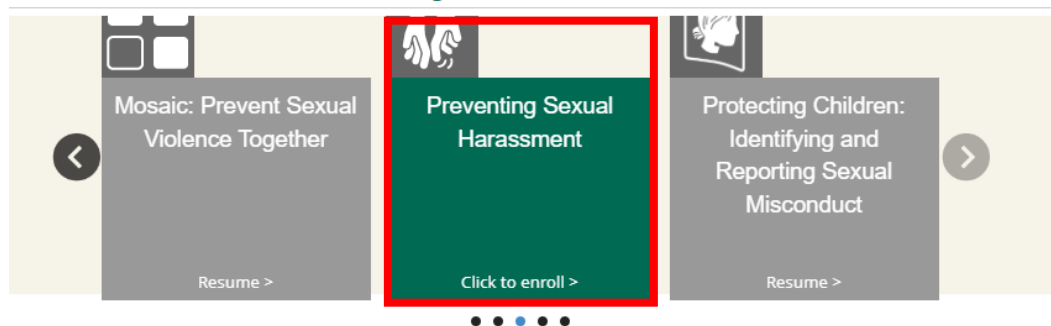
[Get Started](#)



[Accessibility Statement](#)

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, please close both the pop-up window and the Training Portal browser
7. You will receive an email that includes a link to your completion certificate
8. Go back to United Educators and select **“Preventing Sexual Harassment”** to complete the second training

My Courses



If you are unable to log into the portal or need any further assistance, please contact Human Resources at (518) 580-5800.