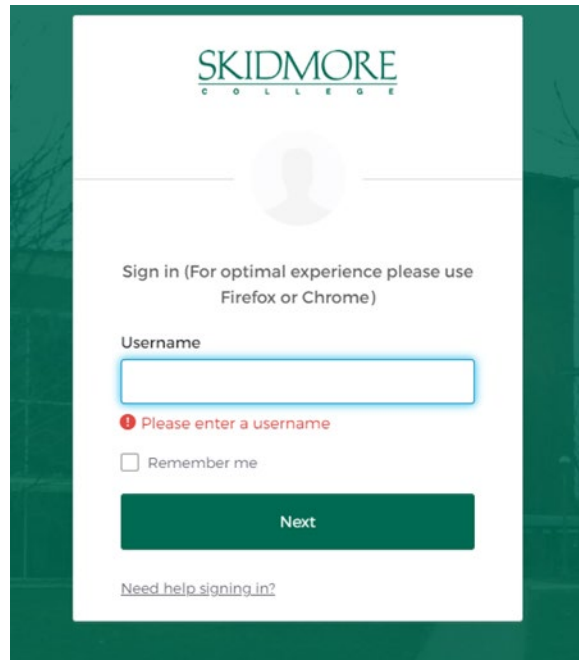


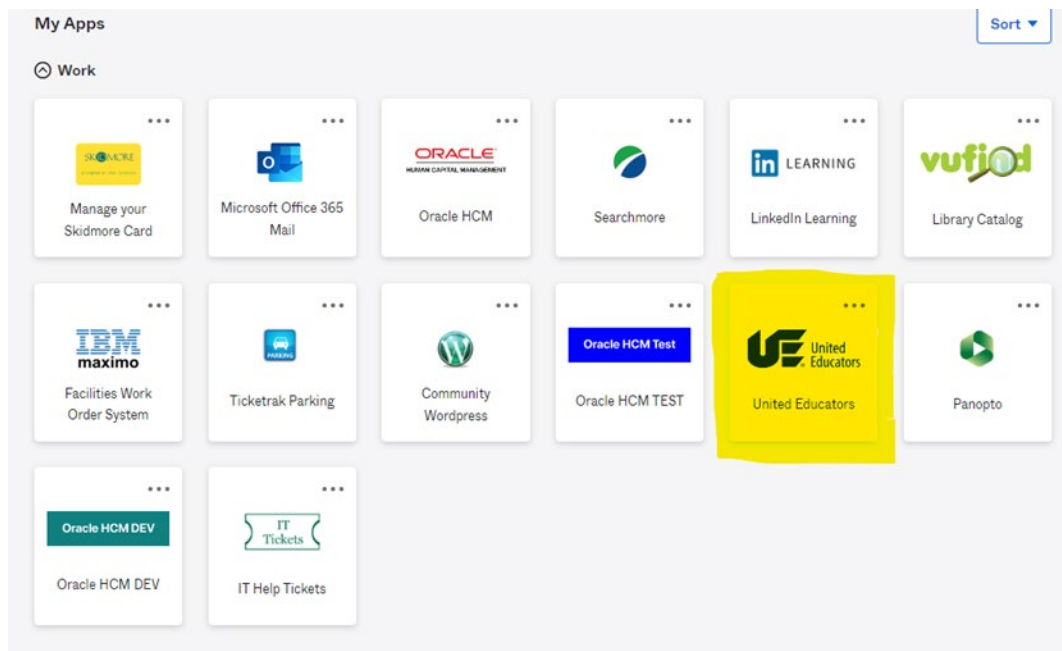
Instructions for Completing “Protecting Children: Identifying and Reporting Sexual Misconduct”

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



The image shows the Skidmore College login page. At the top is the Skidmore College logo. Below it is a sign-in form with a "Username" field, a "Remember me" checkbox, and a "Next" button. A red error message "Please enter a username" is displayed below the username field. A link "Need help signing in?" is at the bottom.

2. Enter your Skidmore College login credentials to access the Training Portal
 - a. **Username:** Skidmore Email Username (not full email address)
 - b. **Password:** Skidmore Password
3. Click on the United Educators box under My Apps in Okta



4. Once on the Training Portal site – click **Protecting Children: Identifying and Reporting Sexual Misconduct**, listed under My Courses



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



6. A pop-up window will begin the training, click on each section to go through that section of the training



7. Upon completion, please close both the pop-up window and the Training Portal browser
8. You will receive an email that includes a link to your completion certificate

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