

Sexual Harassment Prevention Certification Supervisors and Interns

The University of Redlands is committed to a positive work environment, including one free of harassment and discrimination. To ensure we all understand our rights and responsibilities regarding appropriate workplace behavior, each of us is required to complete an online course titled “Harassment & Discrimination Prevention.”

We will pre-enroll you in the appropriate course, which will satisfy the legal requirements specified in California regulation AB1825 and Government Code sec. 12950.1. California law requires that all employees receive this training in calendar year 2019 and every two years thereafter. This training is **due October 31, 2019**.

Please be aware that failure to complete this training by the due date could have serious consequences. In this case, the **University may not indemnify you and/or provide legal representation** should you be accused of harassment and/or discrimination. Also, because this is both a legal requirement and a University expectation, failure to meet your obligation will be reflected on assessments of your job performance.

Per California regulations, you have the right to pose any question you may have regarding the training or topics covered and receive a response within two business days. This can be done within the training program by clicking on the “Ask” tab located on the top right-hand corner of the screen. Enter your question and a Law Room Compliance staff member will email you with an answer, usually within the same business day and in no longer than two business days. You also are welcome to contact the Human Resources Department at ext. 8040.

Employees who do not have access to a computer should contact Human Resources, ext. 8040, for an alternate arrangement.

Hourly Staff Employees (paid bi-weekly): The course is to be completed during your regular work hours.

Faculty and Administrators: If you are taking the course from home, please note the requirements and settings below.

Please read the system requirements and instructions in their entirety before starting the course. If you fail to do so, you may encounter difficulties in navigating and completing the training.

System Requirements:

- Web browser:
 - Internet Explorer, version 11.0 or higher
 - Safari, version 9.0 or higher
 - Firefox, latest version

- Google Chrome, latest version
- Tablet/iPad:
 - IOS version 9.0 or higher
 - iPad 2 or later
- Web browser settings:
 - JavaScript enabled
 - Pop-up blockers disabled
 - Cookies enabled
 - Browser zoom level set to 100%
 - Internet connection: any broadband internet connection (e.g. DSL, Cable, T1)

Following are instructions for taking the course. You may want to keep them nearby for easy reference.

Getting Started

Before entering the course, turn off any pop-up blockers that may be installed on your computer. Pop-up blockers can interfere with the proper operation of the course. Otherwise, be sure you know how to override pop-up blockers when necessary; you can temporarily override many pop-up blockers by holding down the “control” key when you click on a button or link that opens a pop-up. It is also a good idea to close any other programs that are open.

If you are using Internet Explorer on a Macintosh or a PC running Windows 2000 or earlier, then you do not need to worry about turning off the pop-up blocker. If you are using any other web browser and you are unable to turn off the pop-up blocker, for assistance please call the University’s Help Desk at ext. 8922 during regular work hours.

Logging into LawRoom

You will receive an email containing a hyperlink that will take you directly to the course page (sample page below). Click “start” on the line entry to begin the training. Training is self-paced so you can stop and start at your leisure and the system should pick up where you left off. If you need assistance, please contact the University’s Help Desk, ext. 8922.

Please note: If you previously completed one of our online courses, your login ID and password remain the same.

Open Course Assignments

Below are courses assigned to you. You may leave and return to a course at any time. When you return, it will open to the page where you left off.

| | | | | |
|--|---|--|--|---|
| <p>Diversity: Skills for Collaboration</p> <p><small>About Course Assigned: 9/28/16</small></p> | <p>Due</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> 1 1 09 </div> | <p>0%</p> <div style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Progress </div> | <p>CERTIFICATES</p> <p>Completion</p> | <div style="background-color: #27ae60; color: white; padding: 5px; border-radius: 3px; display: inline-block;"> BEGIN COURSE </div> |
|--|---|--|--|---|

Additionally, the email you receive will include your system-generated login ID and password for LawRoom should you decide to log into LawRoom directly, without using the hyperlink.

To log onto the site directly, press and hold down the control key and click on the link in the email. Alternately, you can open your internet browser and copy the address into the browser's address field, or type:

<https://www.lawroom.com/login.aspx>

Enter the login ID and password provided.



MEMBER LOG-IN

Login-ID:

Password:

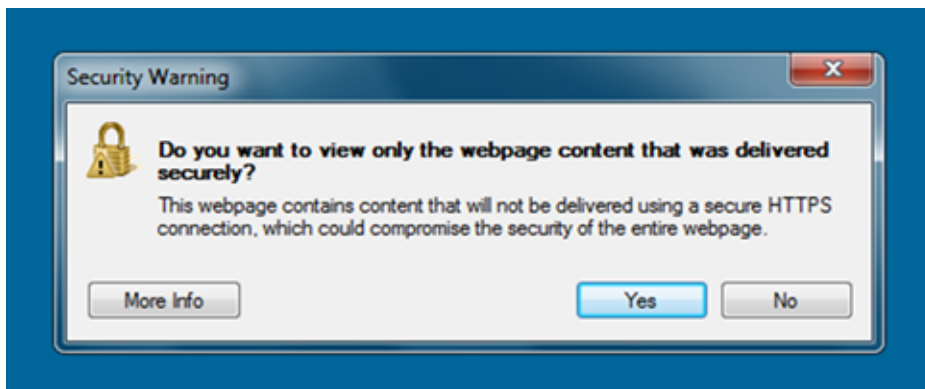
[Forgot Login ID/PWD?](#)

If you cannot remember your password, select the “Forgot ID/PW” link, and complete the required information. Your password will then be sent to your email address within 24 hours.

You will then be taken to the same course page shown above, where you can click “start” to begin the training.

Once the LawRoom webpage comes up, you will need to refer to the course assignment email you received to retrieve your specific login and password, which you can then enter on the LawRoom member login page.

After choosing the course assigned, you may see the following security warning. If so, click on “NO” and continue.



Exiting and Re-Entering the Course

The course is self-paced, and a bookmark will take you back to where you left off if you exit and return to the system, so start and leave a course anytime and as often as you'd like. If, at any point, you'd like to see where you are in the course and what you have already completed, click on "Tools" then "Menu" on the top right of the page. You will see a list of all of the course sections. Dimmed text indicates the section(s) you have not completed. To go back to a completed section of the course, just click on it in the list.

Certificate of Completion

At the end of the course, you will be able to print out a **Certificate of Completion** to keep for your own records.

If you have any difficulty entering or using the course, please call LawRoom at 1-800-652-9546 or use the on-site "Contact LawRoom" link at the bottom of the LawRoom homepage located at www.lawroom.com. The LawRoom Help Desk is available Monday through Friday, from 8 a.m. to 5 p.m. PST.

We hope you find the course helpful. We also appreciate that you are doing your part to create an atmosphere of professionalism and mutual respect at the University of Redlands.

If you have any questions or concerns, please call University of Redlands Human Resources at 909-748-8040.