HARASSMENT TRAINING

All new UND employees are required to complete mandatory harassment training as a condition of employment. This must be completed within the first month of hire. There are two versions of the training; take only the one applicable to your position.

**VERSION ONE:**

**IF** you are full-time or part-time benefited faculty or staff, a graduate teaching or research assistant, or a part-time faculty who teaches at least one class each semester, you are required to take the on-line (computerized) harassment training. Instructions are as follows:

1. Go to the Internet and type in the following: http://www.employertraining.com
2. Click the LOG ON button.
3. Click CREATE USER and then enter the following:
   - First Name: Enter your first name
   - Last Name: Enter your last name
   - User Name: Insert your EmplID# (EMPLOYEE ID) number. It is very important that you ensure you have typed in the correct number to obtain credit for completing the module! If you do not have your EmplID# yet, please enter your first and last name again; no spaces in-between.
   - Password: Insert a password of your choice that is 4 to 7 letters. Please write down this password in case your time is interrupted and you need to finish the module later.
   - Company ID: This will depend on the position you hold at UND. See below:

<table>
<thead>
<tr>
<th>Deans and Department Heads: undfm-09</th>
<th>Faculty and Graduate Students: undf-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators and Managers: undm-09</td>
<td>Staff: unde-09</td>
</tr>
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</table>

4. Your final score results will automatically be sent to the Affirmative Action Office.

**VERSION TWO:**

**IF** you are a temporary or non-benefited staff, graduate service assistant or graduate assistant who does not teach or supervise, you are required to READ the hard copy harassment training information. This information can be obtained by: downloading a copy from the Affirmative Action website at http://und.edu/dept/aaq/docs/harassmenthardcopy.pdf; calling the Affirmative Action Office at 777-4171; or contacting your department secretary. Your signed acknowledgment of understanding must be sent to the Affirmative Action Office, Stop 7097.

WORK STUDY OR INSTITUTIONALLY EMPLOYED STUDENTS ARE NOT REQUIRED TO TAKE EITHER TRAINING!

The University of North Dakota does NOT TOLERATE harassment OF ANY KIND!

The University of North Dakota is an Equal Opportunity/Affirmative Action Employer

Affirmative Action Office
Twamley Hall Room 101
Stop 7097
http://www.und.edu/dept/aaq
777-4171 Voice/TDD

August 11, 2010