



WORKPLACE HARASSMENT PREVENTION TRAINING REGISTRATION INSTRUCTIONS

As of December 1, 2017, new and existing learners will need to register and train in United Educators' new Learning Portal. Please follow these steps to enroll or re-enroll:

STEP 1

Please go to [this page to register](#).
(This is a customized page for Mount Holyoke College)

STEP 2

Scroll down to **Registration** and enter in your **First Name, Last Name, and Email/Username**. Your email address will serve as your Username.

STEP 3

Click **Register**. Upon clicking Register, you will receive a thank you message noting your account has been created and an email has been sent with your temporary password. Follow the steps to log into the EduRisk Learning Portal.

Once you log into the new EduRisk Learning Portal look for the **COURSE NAME : "Workplace Harassment Prevention Fundamentals"** under *My Courses*.

FOR CREATING/RESETTING/UPDATING PASSWORDS:

Passwords need to be at minimum **8 characters**, must contain at least **one uppercase letter**, at least **one lower case letter**, and at least **one symbol** from the following list: <>@!#\$%^&*()_+[]{}?;|'"/~`-=

For more information [visit this page](#).

Please send a copy of the diploma to:
titleix-g@mtholyoke.edu

Questions? Contact Mika Keezing or Cindy Legare
in the HR Department at 413-538-2503