

TO: Staff, faculty and adjunct faculty  
FROM: Office of Human Resources  
DATE: Nov. 12, 2015  
RE: Required training for all employees

The Office of Human Resources has introduced new required training for all employees. This training accompanies Salve Regina's policies related to sexual harassment and mandatory reporting communicated to all employees in September 2015. Staff, faculty and adjunct faculty are asked to complete the training modules as soon as possible, but no later than Jan. 31, 2016.

The course, HR-100-2015-Annual Required Training, is accessible through Canvas, the University's learning management system. If you do not have a computer to use at your workstation, please consult with your manager to determine where you may take the training on campus.

[Click here to access the required training course.](#)

Please note: It is recommended that you use Firefox, Chrome or Safari for the best user experience.

Helpful tips to access and complete the course:

- Log in to Canvas with your Salve Regina username and password (e.g., jane.doe, 123456789).
- In Canvas, click the "Courses" link and select "HR-100-2015-Annual Required Training." If the course does not appear, click "view all or customize" and then select the referenced course.
- Before beginning the training, read through all action steps on the front page.
- For easier completion, you may choose to print the PDF instructions for modules 2 and 3 or simply toggle between the PDF instructions and the training website.

Important notes:

- Canvas serves as the entrance to the training; however, you will be accessing content from third-party vendors (ATIXA and EduRisk).
- WebEx sessions to assist employees with accessing the training and maneuvering between training modules will be announced shortly. In the interim, should you have questions regarding policies, navigating Canvas and/or accessing EduRisk or the training content, contact Nancy Escher at [nancy.escher@salve.edu](mailto:nancy.escher@salve.edu) or (401) 341-2157.
- If you experience software problems or technical difficulties related to your computer, please call the Help Desk at (401) 341-7777.