

Welcome to Salve Regina University! As a new employee, you have been enrolled in our required training. This training accompanies Salve Regina University's policies related to sexual harassment and mandatory reporting. Please read these instructions, tips and notes below carefully.

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.

Helpful tips and instructions to assist with accessing and completing the course:

Access

- Canvas serves as the entrance to the training; however, you will be accessing content from third party vendors (ATIXA and EduRisk).
- To properly access Canvas, please use Firefox as the web browser.
- When logging in to Canvas, use your Salve Regina username (i.e. jane.jones) and password.
- When logging in to EduRisk for the first time, use your full Salve Regina email address and "salve" as the password. You will then be required to change your password.

Navigation

- Once in Canvas, click on "HR-100-2015-Annual Required Training" from the dashboard or locate it through the "Courses" option from the left menu. If the course does not appear, click on "All Courses" within the "Courses" menu options and then select the referenced course.
- Before beginning the training, read through all action steps on the front page of the course.
- To advance through the modules in Canvas, make sure you are clicking on "Next" at the bottom right of each screen. If you don't see that option, maximize your window.
- For easier completion of modules 2 and 3, you may print the PDF instructions provided or toggle between the PDF instructions and the EduRisk training portal.
- When you attempt to open a course in EduRisk, if it seems as if the program is stuck, look for a pop-up blocker message near the top or bottom of the screen and allow the pop-up.

Completion

- In Canvas, to confirm your completion of module 1, select the "Grades" link and view your grades for the pre and post tests. You must receive at least a 70 percent on the post test to pass module 1.
- To see your completed courses in EduRisk, click on "My Certificates" from the Learning Portal homepage.

Assistance

- Should you have questions regarding the policies, accessing/navigating Canvas and/or accessing EduRisk or the training content, contact Nancy Escher at (401) 341-2157 or nancy.escher@salve.edu.
- If you experience software problems or technical difficulties related to your computer, call the Help Desk at (401) 341-7777.

Take the Training

- If Firefox is your default web browser, click [here](#) to get started.
- If Firefox is not your default web browser, open [Firefox](#) and copy/paste the following link into the address bar <https://salve.instructure.com/login/ldap> to access Canvas and take the training.