Frequently Asked Questions United Educators - EduRisk Training

Q: How do I access the training?

A: Log into the EduRisk <u>portal</u> using your Salve email address and either the password you were originally provided or if you've already accessed the system, the unique password you created.

Q: What should I do if my password does not work?

A: Use the Forgot Password feature on the login screen. If you still have difficulty, contact launch@ue.org

Q: If an employee took similar training at another organization, do they still have to take Salve's required training?

A: Yes

Q: Which courses are required?

A: Non-supervising staff and faculty are required to take the following courses:

- Mosaic: Prevent Sexual Violence Together
- Mosaic: Prevent Discrimination and Harassment Together: Faculty and Staff

Supervising staff and faculty are required to take the following courses.

- Mosaic: Prevent Sexual Violence Together
- Mosaic: Prevent Discrimination and Harassment Together: Supervisors
- Avoiding Supervisory Pitfalls

Additionally, all staff, faculty, supervisors/chairs will be required to take the following data security courses:

- Malware
- Passwords
- Phishing
- Physical Security and Unintended Disclosures

Q: How do I know which courses I have completed?

A: Once you completed a course, you should receive an email with a course completion confirmation. If you do not receive this, contact <u>launch@ue.com</u>.

You may also confirm the courses you've competed by logging in to the EduRisk <u>portal</u> and clicking on the My Completions link from the top menu. Be sure the completion date reflects a 2019 date as you may have already completed the courses in previous years. If a course is not there and you are certain you took the course, contact <u>launch@ue.org</u> for assistance.