Go to https://learn.ue.org/RV3R5588481/AlaskaEmployee

Hello [Name],

_____

You are receiving this email due to a training initiative underway at your academic institution.

This email contains your username and a temporary password. Please keep this email as it contains important information about how to access our system. You will be prompted to change your password upon initial login. Please note that passwords must be at least 8 characters long, have one capital letter, one lowercase letter, one number and one special character.

Your username is your institution email address:

Your temporary password is:

To login and change your password click here.

_____

Click here to run a quick diagnostic test of your computer and internet browser to see if it meets all of our system requirements. You will need to enable pop-ups to successfully launch the courseware.

_____

Please contact our toll free Help Desk at (844) 348-3650 for assistance.

Click on the "change your password link" in the email. Login with your temporary password.

The figure to the right shows the screen you will get after you have logged in to UE. Change your password and add a secret question and answer.

When you are done, click on the .

Once you have clicked on the Change Password button you will be taken to the following screen. Use the ==arrows== on either side of The courses to find the course ======

======

Select   ======

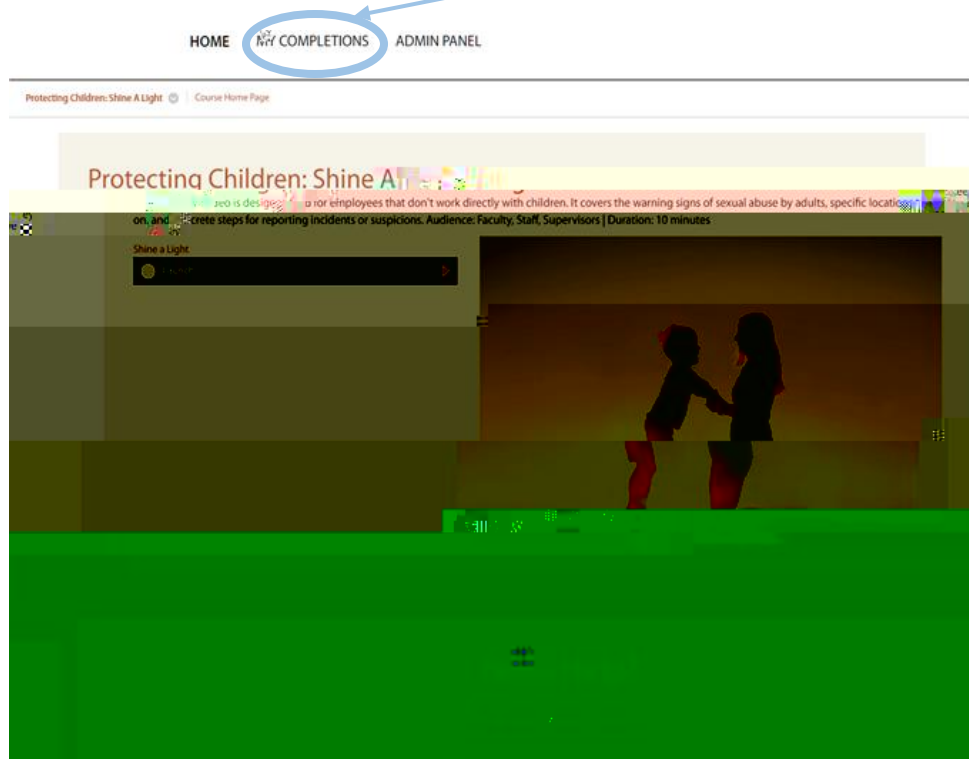Click on Access Course >

Click the ▮▮▮▮▮▮▮▮ and your training will start.

A new window will pop up (make sure you have disabled any pop-up blockers or given them permission). The window should look like this:

Watch the provided video by clicking the ██████ in the middle of the video pane

When you have completed the course, close the course and it will take you back to the Launch Page which is the Course Home Page. Click on _____.

HOME   MY COMPLETIONS   ADMIN PANEL

Protecting Children: Shine A Light   Course Home Page

Protecting Children: Shine A Light

...deo is designed for employees that don't work directly with children. It covers the warning signs of sexual abuse by adults, specific location... ...on, and ...crete steps for reporting incidents or suspicions. Audience: Faculty, Staff, Supervisors | Duration: 10 minutes

Shine a Light

If the course you completed does not appear, click on 'Click here to refresh dashboard.' If you so desire, click on View Certificate under the Completed Courses Column or Box.

The certificate will save as an Adobe Acrobat Document at the location of your choice on your computer system. Provide the certificate to your training coordinator.

Additionally, this training will be added to Intelex as completed.

HOME   MY COMPLETIONS   ADMIN PANEL

Current Role: STUDENT

You have now completed this training module and <mark>should receive an email within <u>24 hours</u></mark> that looks like this:

Congratulations!

Course Name: Protecting Childre...

Completion Date: 8/8/2017