

## REMINDER & UPDATE: Instructions to complete Title IX training

September 17, 2015

On August 17, 2015 you received an email from me outlining required training for all members of the Missouri Western State University community. Thank you if you already completed the training.

**If you have not yet completed the training course related to Title IX, you will not be allowed to enroll in spring courses until this training is completed.** Simply click on the link provided in the email from *Workplace Answers Elearning* to launch and complete the training. Please see the notes and tips below to assist you. You will continue to receive periodic reminders via email until the training is completed.

If you have experienced sexual violence and believe this training might be harmful to your well-being, you may contact the Counseling Center (816-271-4327) to address your situation in a confidential setting.

If you have had any issues completing the training or have yet to complete the training, here are some tips:

- Students at all institutions that receive Federal funding are required to receive education regarding Title IX. Missouri Western has chosen Workplace Answers Elearning to provide this training to our full-time, degree seeking students.
- An email with the link to the training course will be sent by Workplace Answers Elearning. This email may automatically sort into “junk” or “other” folders. Please check all to see if the email may have been routed to an alternate file.
- Each user will have their own unique link to complete the course. You cannot access another person’s link and use it.
- You will log into the training course by clicking on the link in your specific email using your Missouri Western *GoldLink* login and password. Please make sure to use only your login name NOT your entire email address (do not add the @missouriwestern.edu). If you have questions about your password and login you can contact the IT Help Desk at 816-271-4555.
- Make sure your computer is up-to-date with the current version of Adobe Flash before taking the training. If the course “quits” during the training, your web browser or Adobe may not be up-to-date. Please re-install or try a different browser.
- This course(s) are ADA compliant by offering audio and video enhancing options to work with most assisted technologies. If you have difficulties related to these issues please contact the Accessibility Resource Center at 271-4330.
- You can start the training course, stop at any time, and go back to complete the course; the course will resume where you left off.
- Finally, this is not an academic course; there is no fee for taking this course.

We are pleased that many Griffons have already completed this requirement, and I thank you for your cooperation to help make Missouri Western State University a safe and welcoming place to live, work and learn. Thank you in advance for completing the training. Please let me know if you have any questions!

Shana Meyer

Vice President for Student Affairs

PS How were your first weeks? I always like to hear from our students. If you have a second, shoot me an email—ten words or less—describing how things are going! I want you to have a great experience at Missouri Western! #gogriffs!