

MEMORANDUM

Protecting Children: Identifying and Reporting Sexual Misconduct

- ❖ How can we as educators keep the children in our care safe? Learn how to recognize, prevent, and report sexual misconduct in various educational settings. This course takes approximately one hour to complete.

United Educators was formed in 1987 by educational institutions as a specialized alternative to traditional risk management and insurance companies. The membership consists entirely of schools, colleges and universities. UE focuses exclusively on educational risks and has created hundreds of resources which are available to all members. Among these resources are various on-line courses designed for higher education. Their course entitled “**Protecting Children: Identifying and Reporting Sexual Misconduct**” is one such resource which is now available to all faculty, staff and volunteers. This takes one hour or less to complete.

Follow these instructions to enroll in UE’s courses:

1. Send an email to audrive@auburn.edu with the subject line “Training.” You will receive an automatic response with the website link to access the training.
2. Click on the link to access the Protecting Children Training.
3. Complete the Registration Form:
 - a. Enter your first name, last name, email address and Banner id number in the Optional Field 1 box.
 - i. You **must** include your Banner id number if you are a current AU student or employee.
If you do not include your Banner id number you will not receive credit for taking the course.
 - b. You will receive an email with your username and temporary password.
 - c. Follow the link in the email to sign on.
 - d. You will be prompted to:
 - i. Enter your temporary password
 - ii. Create a new password
 - iii. Create and answer a security question
 - e. Once you are logged in, click on the Protecting Children module and complete the training.
4. Please print a copy of your certificate for your records. Risk Management & Safety will receive notification when you have completed the course. A history of your completed courses is available in “My Completions.” You will also receive an email containing a link to your completion certificate, upon successful completion of the course.
5. If you revisit learn.ue.org, login using the username and password you created in step 3.
6. If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at portalhelp.ue.org. Or click any Support Portal Link on the site. All other questions can be directed to audrive@auburn.edu
7. System Requirements: Updated internet browser (Chrome or Firefox are recommended) with pop-up blocker turned off, speakers or headphones for audio segments, current Adobe Flash Player and current Adobe Reader.

Login ID:**Password:**