

## Required Web-based Training Courses

### Complete the following 2 courses within 30 days of hire:

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

These courses typically take about an hour total to complete. If you need to stop, you can log back in and the courses will resume where you left off.

### Instructions:

1. Go to <https://learn.ue.org/6F93W091407/DoaneEmployee>
2. First-time users should complete the Registration form located at the bottom of the page. (If you have completed the Driver's Safety Training through the Business Office or any other UE Training, you should already have a username and password.)
  - a) Enter your first name, last name, and Doane email address and click Register
  - b) You will receive a welcome email with your username and a 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
3. Once you are logged in, Complete these 2 courses:
  - a. Mosaic: Prevent Discrimination and Harassment Together: Faculty & Staff
  - b. Mosaic: Prevent Sexual Violence Together
4. 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. **Send the completion certificates or confirmation email you receive at the end of each course to Sylvia Coleman, in the Business Office (drop off, mail or email [sylvia.coleman@doane.edu](mailto:sylvia.coleman@doane.edu)).**

**If you have questions on how to complete these courses, please contact Sylvia Coleman at [sylvia.coleman@doane.edu](mailto:sylvia.coleman@doane.edu)**

See the links below to review Doane's policies that relate to these training session topics:

- From the employee handbook, [www.doane.edu/facstaff/info](http://www.doane.edu/facstaff/info):
  - Anti-harassment
  - Workplace Violence
  - Fraternalization and Inappropriate Relations
- From the Student handbook, [www.doane.edu/students/information/handbook/crete](http://www.doane.edu/students/information/handbook/crete):
  - (5.02) Sexual Assault and Rape