



## Instructions for Accessing and Completing Camp Staff Training

Murray State University is committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment for the entire University community as well as visitors, patrons, campers, and event participants. As part of that commitment, Murray State University asks that you complete the following online training course(s):

**“Protecting Children: Identifying and Reporting Sexual Misconduct”** (all camp staff)

**“Protecting Children: Hiring Staff Who Work With Minors”** (Camp Directors ONLY)

This training hosted by MSU Office of Institutional Diversity, Equity and Access (IDEA)

Tips before you begin:

- Pop-up blocker must be disabled for [ue.blackboard.com](http://ue.blackboard.com)
- Ensure your computer meets all System Requirements [specified here](#).
- Best completed on a desktop, laptop, or tablet. Phone not recommended.

To begin this training, follow these steps:

- 1) Go to <https://learn.ue.org/365FN588738/MurrayStateProtectingChildren>
- 2) Complete the Registration form.
  - a. Enter your first name, last name, and 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, be sure to complete the course(s) assigned to you.
- 4) A history of your completed course(s) is available in “My Completions.” You will also receive an email confirming completion, and a link to your completion certificate
- 5) Please send proof of completion (email or certificate) to the Camp Director.

Need Additional Help? If you have issues with sign-in or accessing the course(s), or if you did not receive your welcome email (after checking your junk/spam folder), visit the Support Portal at [portalhelp.ue.org](http://portalhelp.ue.org) or click any Support Portal link on the training site.

**“Campus Security Authority” Training (all camp staff)**; This training hosted by University Police

- 1) To begin this training, go to: [www.goo.gl/JyfDaC](http://www.goo.gl/JyfDaC)
- 2) Complete your contact information, click next, and watch the video.
  - a. NOTE: The video references a quiz, *however there is NO quiz to take at this time.*
  - b. After viewing the video, acknowledge completion by clicking “yes” and “submit.”
- 3) You will receive an email confirming your completion. Please send the email as proof of completion to the Camp Director.

Thank you for your time and cooperation in completing this essential training program. Any other questions should be directed to the Office of IDEA at (270) 809-3155 between the hours of 8:00am-4:30pm, Monday-Friday with the exception of University Holidays.

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