In order for Northwestern State University to be in compliance with Senate Resolution 107*, every employee (including adjunct faculty, student workers, and graduate students) MUST participate in the State Civil Service developed on-line course entitled, *Preventing Sexual Harassment*. The course objectives are as follows:

- Understanding the definition of sexual harassment
- Identifying potentially harassing behaviors
- Preventing potentially harassing behaviors
- Discussing “Best Practices” for dealing with sexual harassment

Since you are not a full-time NSU employee, you do **not** have a state-issued ISIS number which functions are your user id for the on-line training. Therefore, you will access the training via Moodle. Please use the following link: [https://moodle.nsula.edu/course/view.php?id=7640](https://moodle.nsula.edu/course/view.php?id=7640)

The link will direct you to the Moodle login page. After you log in, you will see a page entitled, “Enrollment Options.” Please self-enroll, by selecting the “Enroll Me” button. Enrolling will direct you to the page with the following title: Preventing Sexual Harassment Training. Select Topic 1 to begin the training.

This process does **not** feed into the State’s database, so I will need documentation (in case of an audit) you participated and completed the course and passed the final exam. After taking the exam, you will be directed to a page with your test score. Use your **NSU email account** to send me a screen shot of your test score. In the case you are not sure how to produce a screen shot, I have included a couple of links below with directions.

[http://www.iopus.com/guides/screenshot.htm](http://www.iopus.com/guides/screenshot.htm)
[http://www.take-a-screenshot.org/](http://www.take-a-screenshot.org/)

If still you are not comfortable with a screen shot, please print the exam score page, write your name and email address on the page, and fax to me at 318.357.5299.

For any additional assistance, please do not hesitate to email ([ramirezv@nsula.edu](mailto:ramirezv@nsula.edu)) or call me at 318.357.6359.