The University of Cincinnati is committed to providing a positive educational and work environment that recognizes and respects the rights and dignity of all students, faculty, and staff. Harassment of any form undermines this important commitment and is neither appropriate nor acceptable within the university community. In addition, the Campus Sexual Violence Elimination (SaVE) Act requires all schools that participate in federal financial assistance programs under Title IX to educate students, faculty and staff on preventing and responding to sexual assault, rape, acquaintance rape, domestic violence, dating violence and stalking.

All new UC faculty, staff, and student workers will receive an email with directions on how to access the required courses from the vendor, EverFi/LawRoom.

- The email will be from: University of Cincinnati donotreply@lawroom.com
- The email will include a login link to: https://el.lawroom.com/UC/login.asp (toward the bottom of the email)
- The subject will be: University of Cincinnati Online Training
- Email will include: UC Admin Name, Attendee Name, Courses Assigned, Due Date for Assigned Courses, login link.

Log In Information:

1. Click the link in the email.
2. Log in using your university username and university password.
3. You will be presented with your “Open Course Assignments” portal.
4. Select the blue “Begin Course” button on the right of the course to begin.
5. Courses are bookmarked if you need to stop and start again.

- Technical Issues: LawRoom Help Desk: 800-652-9546 or admin@lawroom.com
- UC Training Assignments: Contact Learning and Leadership Development at HRLearning@uc.edu
- Matter of Harassment of Discrimination: oeohelp@uc.edu
- Data Security or Privacy Concerns: infosec@uc.edu
- Additional Information: http://www.uc.edu/hr/lldc/hr-compliance-training.html

This table shows what new hire trainings are required for each employee

<table>
<thead>
<tr>
<th>Course</th>
<th>Staff</th>
<th>Faculty</th>
<th>Student Workers</th>
<th>All Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Intersections: Preventing Discrimination &amp; Harassment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>(120 minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Intersections: Supervisor Anti-Harassment (120 minutes)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3. Data Security and Privacy (30 minutes)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. HIPAA (60 minutes)</td>
<td>Targeted*</td>
<td>Targeted*</td>
<td>Targeted*</td>
<td>Targeted*</td>
</tr>
<tr>
<td>5. FERPA (30 minutes)</td>
<td>Targeted*</td>
<td>Targeted*</td>
<td>Targeted*</td>
<td>Targeted*</td>
</tr>
</tbody>
</table>

*Targeted Units pertain to units that are HIPAA or FERPA covered units. Please see your HR representative for details.

*Updated 07/27/17