

REQUIRED ONLINE TRAINING
MANDATORY TRAINING FOR EMPLOYEES ON SEXUAL ASSAULT EDUCATION AND PREVENTION

Employees are required to take the following training course:



Building Supportive Communities: Clery Act and Title IX
This course is administered in accordance with federal law.

FREQUENTLY ASKED QUESTIONS FOR EMPLOYEES
HOW DO I ACCESS THIS TRAINING?
Employee Site URL: https://minotstateu-nd.vectorlmsedu.com/
WHY DO I HAVE TO TAKE THIS TRAINING?
MiSU requires all students and employees to complete Sexual Assault Prevention training on an annual basis to promote healthier and safer campus environment for everyone. Additionally, the university is required under federal law (specifically, Title IX of the Educational Amendments of 1972 and the Campus Sexual Violence Elimination Act, also known as the “Campus SaVE Act”) to administer training on sexual misconduct and relationship violence to all students and employees on an annual basis. The <i>Building Supportive Communities: Clery Act and Title IX</i> takes a close look at the issue of sexual harassment, including sexual assault, relationship violence, and stalking in higher education. The training will take approximately 40 minutes to complete.
I TOOK THE SAME TRAINING LAST YEAR, DO I HAVE TO TAKE IT AGAIN?
Yes, this is an annual training. Students and employees are required to complete this training on an annual basis in accordance with University policy and federal law.
I RARELY WORK WITH STUDENTS, DO I STILL NEED TO COMPLETE THIS TRAINING?
Yes, all University employees are required to complete the training regardless of how often they work with students.

I FEAR THAT THE TRAINING COULD BE TRIGGERING BASED ON A PERSONAL EXPERIENCE, WHAT ARE MY OPTIONS?

MiSU understands that the content in this training may be triggering. If you are concerned that the training will be triggering based on a personal experience, please contact lisa.dooley@minotstateu.edu to discuss alternative options for completing the training. You are not required to share any details about your personal experience.

Ask about additional information on the Employee Assistance Program.

WHAT ARE THE TOP TROUBLESHOOTING TIPS TO FIX MOST COURSE PERFORMANCE ISSUES?

Issues logging in with your login credentials:

For security purposes, an authentication process is in place for logging into the training. Once you click on the link, you will need to enter your NDUS login credentials. If you do not know your login credentials, please contact Information Technology Central Services at <https://www.minotstateu.edu/helpdesk/index.php?/Tickets/Submit>

Technical Issues Within the Course

You can resolve most issues with one of these steps:

If you are accessing training from a computer:

1. Restart your browser. Note: On a Mac you'll need to fully quit the browser.
2. Make sure you are using a recent version of Google Chrome, Mozilla Firefox, Internet Explorer, or Safari. If you have any pending updates, they may need to be completed to move forward with training.
3. Clear your browser's cache, which is typically located under your browser's history settings.
4. It is possible that device-specific browser extensions and/or pop-up blockers may be interfering with your training. Try accessing the training from another browser to rule out this possibility.

If you are accessing training from a mobile device:

Our system is compatible with many mobile devices; however, some users may have personal configurations that prevent certain courses from loading. Additionally, some custom and policy courses are best displayed on a computer. If you are experiencing difficulty loading our training on a personal device, try accessing the courses through a laptop or desktop computer.

Vector Solutions Technical Support

If you continue to experience issues within the online course, please contact the online training vendor's 24/7 tech support using "Help" within the course or by visiting <https://vectorsolutions.force.com/vectorlmstrainingeducation/s/article/Help-Resources#ContactUs>

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www.minotstateu.edu/helpdesk

E-mail: helpdesk@minotstateu.edu

Phone: 701-858-4444

CAN I HAVE AN EXTENSION TO COMPLETE THE TRAINING?

While the training is due for all employees on December 1, 2022, you may be eligible for a one time extension to complete the training. Please contact lisa.dooley@minotstateu.edu to request an extension.

I FINISHED THE TRAINING, DO I NEED TO DO ANYTHING ELSE?

Once you complete the training, your completion will be marked in the training system and the university's records. You are not required to notify the Title IX office of your completion. If you would like documentation of your course completion for your own records, you can print your completion certificate on the last page of the training.

For any other questions about the training, please contact lisa.dooley@minotstateu.edu .