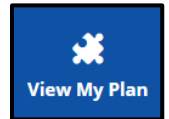


Instructions for accessing the Work West Compliance Refresher 2018

Please Note: **All Employees should use FireFox when completing Work West Compliance Refresher Training.**
 This training cannot be completed from a table or cellular device.

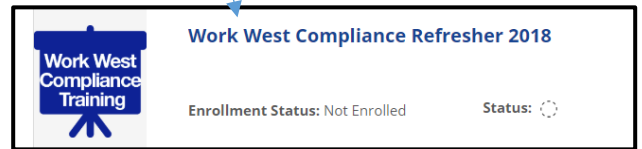
1. Log onto DevelopWest at www.westga.edu/developwest using your UWG username and password. **Please be sure your computer allows pop-ups.**

2. In the top left corner select the “View My Plan” puzzle piece icon. This will bring you to your assigned learning folder.



3. Locate and select the **Work West Compliance Refresher 2018** course.

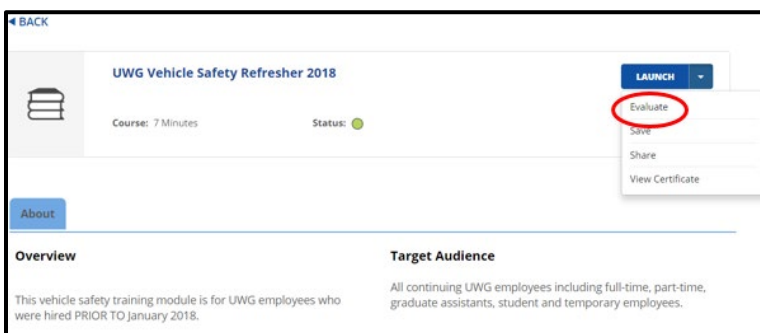
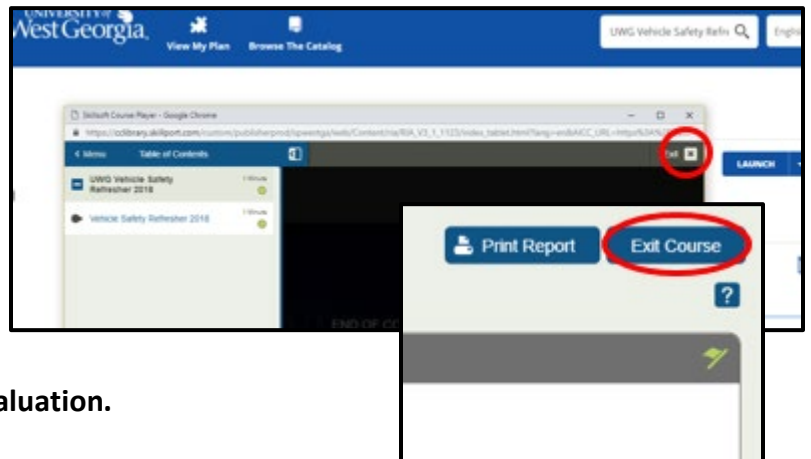
4. Once you have selected the course, you will be able to see all 4 modules listed under the “Table of Contents” tab that you will need to complete. These include:



- UWG Vehicle Refresher 2018
 - This includes completion of the video and the 6 question driver acknowledgement evaluation that will pop up after you review the entire vehicle video
- UWG Risk Management Refresher 2018
 - Complete acknowledgment at the end of the course
- UWG Information Security Awareness Refresher 2018
 - A minimum score of 80 is required to be considered complete
- UWG Sexual Misconduct Refresher 2018

5. To access a course, select the “Launch” related to each course.

***When the vehicle video concludes and you reach the END OF COURSE notification page, select to exit the pop up and the select “exit course”. An evaluation should pop up automatically. If it does not, click the down arrow next to the word “Launch” and then select “Evaluate.” Complete the 6-question evaluation.**



**Please complete this driver acknowledgement (evaluation) only one time!

On the last question, you should identify as either an **Occasional Driver** or **Routine Driver** unless you do not have a driver's license, in which case you can select that you "never drive." **This identification is required to be eligible for travel-related reimbursements (i.e. mileage, parking, etc.), driving a UWG motorized cart and/or using a motor pool/fleet vehicle, or renting from the vehicle statewide contract.**

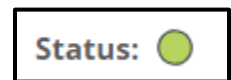
Evaluation

UWG Vehicle Safety Refresher 2018

*Indicates a required question

1. Do you have a valid driver's license, and do you agree to have it in your possession while driving a vehicle on university business?*
2. Do you currently have more than 10 points on your driver's license? (Points are assessed on your driver's license when a traffic violation occurs)*
3. Do you currently have pending charges or a conviction for any of the following offenses within the past 6 months:
 - DUI (driving under the influence)
 - DWI (driving while intoxicated)
 - Leaving the Scene of an Accident
 - Refusal to take a Chemical Test for Intoxication
 - Aggressive Driving
 - Exceeding the Speed Limit (by more than 19 mph)*

6. You may need to go "back" to your list of courses to "Launch" the UWG Risk Management Refresher 2018 module. Once you view the content for this module (simply a slide indicating where you find the faculty and staff handbooks). Access the "Course Test" on the left by opening the menu, clicking "Course Test" then click "Take Test."
7. This "Course Test" process will be the same for the UWG Information Security Awareness module too.
8. **You will know you have COMPLETED each course when there is a solid green dot next to your course** (with the exception of UWG Sexual Misconduct Refresher 2018).
9. For the Sexual Misconduct module, when you click "Launch" you will be re-directed to the single sign on portal. Using your UWG username & password, log into this system.



Please note, if you click off of the training module, it will stop playing, so you must interact with the module to move forward.

- a. On the Everfi home screen, click "Begin Course" on the right to access the "Bridges|Taking Action" Sexual Misconduct refresher course. Once you click this, it may take a few seconds to load, and during the loading you may have a blank white screen.
- b. Watch the introduction (A Second Look), click through the "about the course" slide, and continue to click "next" to navigate the refresher course.
- c. Please note...there is NO AUDIO for some of this training course. However, you must click through all of the training slides, and acknowledge the UWG Sexual Misconduct Policy.
- d. The Title IX & You section does have some audio, and it involves multiple interactive scenarios (ex: Amelia's Return, Email Confidential and Custodial Concern) and Students at Higher Risk. You'll know you've completed each when you have a check mark in the top right of each of the scenarios. You cannot move forward without completing all 3 scenarios correctly.
- e. Once you have completed the course in its entirety, you'll have an option at the end to "PRINT CERTIFICATE." You can then exit the course & Log Out of the Everfi system.
- f. Again, you will NOT have a green dot next to Sexual Misconduct.

****You must complete all 4 refresher modules to be in compliance.****

For any questions please contact Kate Belliveau or Tricia Durrough with The Center for Business Excellence at cbetrain-list@westga.edu.