

# LEARNING LAUNCH ▶▶▶▶

Dear New Employee:

Wilkes University is committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment. As part of that commitment, we designate all faculty and staff as “Responsible Employees.” New employees must complete the following online training courses to understand what this important role entails:

- *Mosaic: Prevent Discrimination and Harassment Together – Faculty & Staff*
- *Mosaic: Prevent Sexual Violence Together*

To begin training, please follow these steps:

- 1) Go to [https://learn.ue.org/C27ZD390015/Wilkes\\_New\\_Employee](https://learn.ue.org/C27ZD390015/Wilkes_New_Employee)
- 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.
  - d. Follow the link in the email to sign on.
  - e. 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 all courses assigned to you.
- 4) A history of your completed courses is available in “My Completions.” You will also receive an email containing a link to your completion certificate, upon successful completion of the course. Please send a copy of your completion certificates to the Title IX Coordinator at [samantha.hart@wilkes.edu](mailto:samantha.hart@wilkes.edu).

## \*\* Tips for Completing Courses

- Pop-up blocker must be disabled for [ue.blackboard.com](http://ue.blackboard.com)
- Ensure your computer meets all System Requirements [specified here](#).

## Need Help?

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at [portalhelp.ue.org](http://portalhelp.ue.org). Or click any Support Portal link on the site.

All other questions should be directed to [Kristin.Pitarra@wilkes.edu](mailto:Kristin.Pitarra@wilkes.edu).

Thank you for your time and cooperation in completing this essential training program.