



Online Training: Understanding and Preventing Sexual Assault and Harassment



San Diego City, Mesa, and Miramar Colleges and Continuing Education have developed an online student training to help students understand and prevent sexual assault and harassment.

As part of our comprehensive prevention program for students, student will need to complete **Part 1 (required)** of the online training in order to be eligible for a work experience course.

After completing Part 1, there is a 30 day wait period until you receive an email from EVERFI regarding Part 2. Completing Part 2 is encouraged, but not required.

Please read the following carefully before starting:

- The online training program titled Haven will be available before the first day of class.
- You will need
 - An EVERFI Higher Education Account to access the course from your computer (see instructions below).
 - You will need your college Student ID (CSID) number to create an account.
 - You will need internet access and audio capabilities.
- On average, Part 1 takes about 1 to 3 hours to complete.
- The training must be completed each academic year when enrolling in a work experience course.
- Course progress is saved; you may take the course in multiple sittings.
- All training responses are confidential and not personally identifiable.
- Should you experience problems, technical support is available 24/7 and can be accessed from the “Help” link within the course.



STEP 1 - Create an EVERFI Account

- Go to: <http://www.everfi.com/register> on any modern web browser (Chrome, Firefox, Safari or Internet Explorer)
- Click REGISTER
- Click to highlight STUDENT/LEARNER to create your account
- Enter the Registration Code: **8ef36412**
- Complete required information and click SUBMIT

STEP 2 - Complete Online Training

- Log into account
- Click GET STARTED
- Welcome page – click NEXT
- About the Course page (Part 1 of 10)
 - Click and review ABOUT THE COURSE
 - Click and review NAVIGATING THE COURSE
 - Click and review AUDIO CONTROLS

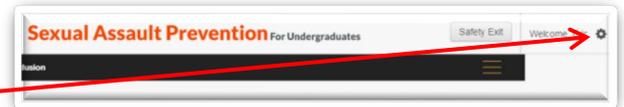




- Click NEXT
- Dear Student page (Part 2 of 10) – review and click NEXT
- Introduction page (Part 3 of 10) – listen, review, and click NEXT
- Continue to complete survey and all parts of this section (parts 4 of 10)
- Pre Survey page - click on CLICK HERE TO CONTINUE
- Mindfulness SQS pages – review and click CONTINUE
- Quiz page – review and click GET STARTED and complete Quiz.
- Introduction, Your Voice, Your Experience video – click play button ▶ and watch/listen to video and click NEXT. **Note: You cannot click Next until video is complete**
- Introduction page (Values, Identities, and Relationships) – review and click NEXT and complete this section.
- Understanding Our Identities page – review and click NEXT and complete this section.
- Introduction page (Sexual Harassment and Stalking) - review and click NEXT and complete this section.
- Introduction page (Consent, Coercion, and Stepping In) – review and click NEXT and complete this section.
- Reporting and Responding page - review and click NEXT and complete this section.
- Exam page – review and click GET STARTED
 - Complete Exam (exam is 3 pages). Click on CONTINUE for each page. On last page click SUBMIT ANSWERS
 - Topics You Missed on Exam page – review and click CONTINUE
 - Conclusion page – review/listen to audio

STEP 3 – Provide Evidence of Completion

- Click on the settings bar, click on Dashboard
- Click on COURSE PROGRESS bar, click on PRINT
 - City and Miramar students: Screen-shot or print report and **scan to professor** by the end of the 2nd week of the semester.
 - Mesa students: **Upload the report** directly into your online WE Application.



This is a table which shows the progress of each module for the course.
Closing this window will return you back to the main page

Course Progress

User Info

This is a table which shows the progress of each module for the course.

Name: _____

Email: _____

Student Id: _____

Part	Section	Status / Score	Completion Date
1	Introduction	Completed	2/27/2019 3:18 PM
1	SAPU Pre Course Survey	Completed	2/27/2019 3:04 PM
1	SAPU - Quiz	Passed	2/27/2019 3:13 PM
1	Values, Identities, and Relationships	Completed	2/27/2019 3:48 PM
1	Gender Identities and Stereotypes	Completed	2/27/2019 4:01 PM
1	Sexual Harassment and Stalking	Completed	2/27/2019 4:12 PM
1	Consent, Coercion, and Bystander Intervention	Completed	2/27/2019 4:41 PM
1	Reporting Options and Responding to a Survivor	Completed	2/27/2019 4:55 PM
1	SAPU - Exam	Passed	2/27/2019 4:55 PM
Intersession	21 Day Intersession	Completed	3/20/2019 5:00 PM
2	SAPU Post Course Survey		

Thank you for your cooperation in promoting a safe learning environment for everyone.