



SDCCD Sexual Assault Prevention Training User Guide

The San Diego Community College District has partnered with EverFi to deliver an online student training to help students address critical issues such as the prevention of sexual assault and harassment.

As part of our comprehensive prevention program students are encouraged to complete Part 1 of the training. For students participating in any of the following student groups and/or programs, completion is required prior to participating in organizational activities, travel events, or pay:

- Student Athletes
- Student Government
- Student Clubs & Orgs
- Student Employees
- Work Experience
- Clinical Placements

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:

- You will need a computer or tablet with internet and audio capabilities.
 - Course is best supported on Chrome, Firefox, and Safari (preferred), or Microsoft Internet Explorer 11+
- On average, it will take 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.
- If you have any accessibility issues, please select 'accessibility mode' once you are in the course.
- Should you experience problems, technical support is available 24/7 and can be accessed from the 'Help' link within the course or by visiting support.everfi.com.

It is possible that something you read/watch during this training may trigger an emotional response, whether or not you have experienced interpersonal violence yourself. If you are impacted, support resources can be found on the District's Title IX website at <https://www.sdccd.edu/students/titleix.aspx> or you can contact the Title IX Office directly at titleix@sdccd.edu. You can also get immediate support 24/7 via the national support hotline of the Rape, Abuse, and Incest National Network (RAINN) at 1-800-656-4673 or access their online chat hotline at <https://rainn.org>.

STEP 1 – Access the Online Training

All new students should have received an email with a registration link and course assignment from EverFi. If you no longer have access to this email, you can retrieve your account using the email address on file in your mySDCCD account.

1. Go to: https://admin.fifoundry.net/en/san-diego-community/sign_in
2. Click on the [Forgot Password?](#) option
3. Enter your email address and click on Reset Password (must use email from your mySDCCD account)

You will receive an email from EverFi with steps to reset your password. Please follow these steps to access your account and the course assignment.

If you wish to register for a work experience course but are not enrolled at San Diego City College, Mesa College, Miramar College, or Continuing Education, please complete the *SDCCD Sexual Assault Prevention Training Request Form* at <https://forms.gle/QZgFbw9cUXFiEK457>.

If you are having issues accessing the training or if you have questions, please contact the Title IX Office at titleix@sdccd.edu.

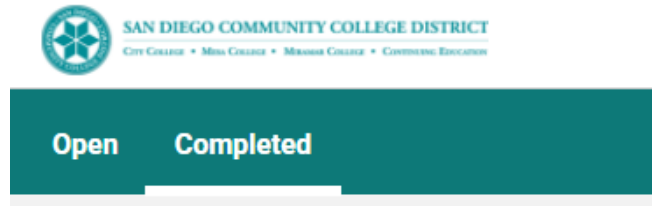
STEP 2 – Complete the Online Training

- Find the ‘Sexual Assault Prevention for Community College’ course under Open tab.
- Click on GET STARTED.
- Review and complete each module, clicking NEXT to continue. **Note: If you cannot click NEXT, make sure you have clicked through all tabs, links, and information on the page.**
 - Introduction
 - Values, Identities, and Relationships
 - Understanding Our Identities
 - Sexual Harassment and Stalking
 - Consent, Coercion, and Bystander Intervention
 - Reporting Options and Responding to a Survivor
 - Conclusion
- Quizzes – There will be a pre-course quiz and pre-course survey, and a post-course quiz. You will need to take all quizzes in order to complete the course.
- Videos – Click play button to watch/listen to entire video. **Note: You cannot click NEXT until video is complete.**
- Scenarios – Read through the scenario and choose how you would respond. You can click on each response for guidance on why that may or may not be the best response to the situation.
- Summary – Each module will end with a brief summary and key takeaways.

STEP 3 – Provide Evidence of Completion

Once you complete the training, you can access your Certificate of Completion to save for your records. This may be provided as proof of completion when required for participation in a student group and/or program.

- Go to the 'Completed' tab on the homepage.



- Your online course should appear here with the date completed.



- Screen-shot or click on 'Download Certificate' to save a copy of your certificate of completion. If participating in a student group and/or program, check with student group or program advisor for instructions on providing proof of completion.

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