



## STAFF - RESPONDING EFFECTIVELY TO DISCRIMINATION & SEXUAL MISCONDUCT TECHNICAL ASSISTANCE & FREQUENTLY ASKED QUESTIONS

### ABOUT THE TRAINING:

The University has developed an online training program for all employees entitled Responding Effectively to Discrimination and Sexual Misconduct. As a staff member, it is important that you understand your rights and responsibilities under the University's nondiscrimination policies, including any specific reporting obligations you may have under the Sexual Misconduct Policy. Federal and state laws require training for staff, faculty, and students in preventing and responding to sexual misconduct at colleges and universities. In addition, this training helps further UMD's commitment to promoting a learning and working environment free from all forms of discrimination and harassment. President Loh has mandated this training in compliance with federal and state laws. The training should take approximately 45 minutes to complete and includes audio narration and video.

***If you have questions about the training requirement or program content, skip to the **Frequently Asked Questions** section (beginning on page 3). If you have a technical question about using the online training program, please review the following tips:***

### TECHNICAL ASSISTANCE

#### 1. What if I did not receive my link to access the online program?

1. Go to <https://training.wecomply.com/wc2/login.aspx>
2. Enter your username: [Your UID#]
3. Enter your password: [Your Last Name]

If you cannot log in, please send an email *including your name, UID# and preferred email address* to the appropriate address below:

- Non-Supervisory Staff: [TIXTraining-STAFF@umd.edu](mailto:TIXTraining-STAFF@umd.edu)
- Supervisory Staff: [TIXTraining-SUPV@umd.edu](mailto:TIXTraining-SUPV@umd.edu)
- Faculty: [TIXTraining-FACULTY@umd.edu](mailto:TIXTraining-FACULTY@umd.edu)
- Graduate Students: [TIXTraining-GRAD@umd.edu](mailto:TIXTraining-GRAD@umd.edu)

#### 2. I thought I completed this training. Why am I still getting reminders?

At the end of the training, you will be presented with a certificate of completion onscreen. If you did not receive your certificate, then you did not reach the last page of the training program. Return to the program and continue from where you left off to complete the training program and receive your certificate.

#### 3. What if the training program freezes, will not open, or will not display all of the content?

- Make sure you're running the most current version of Adobe Flash Player on your computer. You can confirm this and update your version by visiting Adobe's website here: <http://www.adobe.com/software/flash/about/>
- Try logging in to the training program using the instructions above (in item #1) instead of clicking the link in the email. The network may be slow or may be blocking some content and this may help you get around potential firewall issues.








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### 4. The following are some other things you can do to make sure the training program runs smoothly. After completing the recommended steps, restart your browser in order for any new settings to take effect. (Refer to your browser's specific documentation if you are using a browser other than Internet Explorer).

- Clear your browser's cache:
  - Select Tools -> Internet Options -> Temporary Internet Files -> Delete Files.
- Check your computer's default Internet Security settings:
  - Select Tools -> Internet Options -> Security tab
  - Click "Custom Level"
  - The "Reset to" box should be set at Medium. If it is not, select Medium and click Reset.
- Add WeComply.com (host site for our training) to Trusted Sites:
  - Select Tools -> Internet Options -> Security tab
  - Under "select a Web content zone..." Click the TRUSTED SITES icon
  - Click the SITES button below
  - Deselect "require server verification" and type <https://www.wecomply.com> in the "Add this Web site..." field.
  - Click ADD and then OK to save changes
- If you have many applications open, close all non-essential applications while you're completing the training program.
- Reset your Internet Explorer settings.
  - This can be performed by clicking on Tools, Internet Options, Advanced, and then clicking the Reset button.

### 5. Navigation tips:

-  Click the question mark to open the Help screen, containing navigation tips.
-  The course includes audio narration. The narration will start automatically as you advance to each page in the program. You will not be able to advance to the next page until the narration for the current page is done.
-  Click the forward and backward arrows to navigate through the course. Click the Play/Pause button in between the arrows to stop or start the audio.
-  Click this button for the Table of Contents. Highlight a chapter (page) of the course and click the "Go to Page" button to skip to a different chapter. *Note: You cannot advance to a chapter that you have not already completed.*
-  Click this button to enlarge or reduce the size of the text.



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-  Click this button to view the policy or policies associated with this course.

### 6. Exiting and Resuming the Course:

- If you need to leave the course before you are done, you can exit by closing the window and then return to where you left off later.
- You will receive periodic reminder messages until you have completed the course (i.e., you have reached the end of the course and received a certificate of completion).

## FREQUENTLY ASKED QUESTIONS

### 1. What if I did not receive my link to access the online student training?

1. Go to <https://training.wecomply.com/wc2/login.aspx>
2. Enter your username: [Your UID]
3. Enter your password: [Your Last Name]

If you cannot log in, please send an email *including your name, UID# and preferred email address* to the appropriate address below:

- Non-Supervisory Staff: [TIXTraining-STAFF@umd.edu](mailto:TIXTraining-STAFF@umd.edu)
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### 2. How long will this training take?

The training should generally take about 45 minutes.

### 3. Why is this training mandated and why do I have to take it?

President Loh has mandated this training in compliance with federal law and in keeping with our commitment to fostering a safe, respectful, and inclusive working and learning environment. It is critical that all members of the UMD community understand their rights and responsibilities under the University's Nondiscrimination Policies. Universities and other educational institutions are legally required under Title IX to educate students, faculty and staff about sexual misconduct. The guidance provided by the Department of Education, Office for Civil Rights, the Clery Act, and the recent amendments to the Clery Act (also called the Campus SAVE Act) requires training in such topics as:

- The University's policy addressing sexual misconduct,
- Potential consequences for violating the policy,
- Reporting obligations of "Responsible University Employees" (including faculty, supervisors, and certain staff members and graduate/teaching/resident assistants),
- Reporting options and available resources (on and off campus),
- What to do if you experience or learn of a sexual assault, and
- Information on the scope of the problem of sexual assault on college campuses.



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### 4. What happens if I don't complete the training?

Faculty and staff who do not complete the training will have this noted in their PRD. Graduate students who do not complete the training may have their registration blocked for the following semester.

### 5. What if I am a sexual assault survivor and feel triggered by parts of this training?

If you have experienced sexual violence or are in any way triggered by the material in the training, you should stop and take a break. For support, faculty and staff should contact the **Faculty Staff Assistance Program** (301-314-8170 or 301-314-8099) and graduate students should contact **CARE To Stop Violence** (301-741-3442), both located at the University Health Center. In addition please contact the Office of Sexual Misconduct at the appropriate training administrator address:

- Non-Supervisory Staff: [TIXTraining-STAFF@umd.edu](mailto:TIXTraining-STAFF@umd.edu)
- Supervisory Staff: [TIXTraining-SUPV@umd.edu](mailto:TIXTraining-SUPV@umd.edu)
- Faculty: [TIXTraining-FACULTY@umd.edu](mailto:TIXTraining-FACULTY@umd.edu)
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### 6. Is this the only thing the University is doing to prevent or address sexual misconduct and other forms of harassment and discrimination?

This training is just one of many different initiatives the University is undertaking to address these issues. The University is conducting in-person policy training and bystander intervention training, hosting and participating in public events, and providing open forums, just to name a few. For more information about what is happening on campus to address sexual misconduct, regularly check our website for updated information at [www.umd.edu/Sexual\\_Misconduct](http://www.umd.edu/Sexual_Misconduct). For information on other equity, diversity and inclusion initiatives, visit the web site of the Office of Diversity & Inclusion at [www.diversity.umd.edu](http://www.diversity.umd.edu).

### 7. I have taken other kinds of anti-harassment training in the past. Do I still have to complete this training?

Yes. We appreciate that many faculty, staff and students have completed other kinds of non-discrimination or sexual harassment training in the past. However, this training program is still required. Federal law requires ongoing training and this program has been specially designed to provide members of the UMD community with the information required by federal law and to reflect the specific perspectives and experiences of UMD faculty, supervisory staff, non-supervisory staff, and graduate students, respectively.

### 8. Are undergraduate students required to complete similar training?

Yes. All undergraduate students at UMD are required to complete online training focused on sexual misconduct. New freshmen and transfer students are assigned the complete training, while returning undergraduate students who completed the training during the previous academic year will be asked to complete a short refresher. Over 24,000 students completed the training during the last school year.