



### **Minors on Campus Training**

Youngstown State University is committed to providing an educational and work environment that values all individuals and respects the dignity and rights of all members of the University community. It is the expectation of the University that all employee conduct will be guided by integrity, mutual respect, and civility.

In furtherance of these commitments, and in compliance with University policy, federal and state law, the University is providing training to all faculty and staff using the interactive online compliance training tool, EduRisk. The EduRisk Learning Portal is provided by United Educators and delivers complimentary resources to students, staff, and faculty of member institutions. United Educators is the country's leading provider of liability insurance for schools, colleges, and universities.

Below is a description of the courses designated as requirements under the Minors on Campus policy\*:

***Protecting Children Learning Program (Minors on Campus)*** - This learning program will help educators and adults learn how to recognize, prevent, and report sexual misconduct. It includes online courses for educators, a short video for higher education employees that don't work directly with children, as well as checklists, guides, and publications.

***Courses within the Program include:***

Identifying and Reporting Sexual Misconduct (30 minutes)

Hiring Staff Who Work with Minors (30 minutes)

Shine a Light (10 minute video)

*\*The designated primary contact will be responsible for completing all courses listed above and will determine which courses are required for any persons who will exercise direct supervision of minors.*

**Existing University Employees should follow the instructions below to login and complete the required compliance trainings:**

1. Go to [learn.ue.org](http://learn.ue.org)
2. Under the **LOGIN TO THE LEARNING PORTAL** section, enter the following information:

Email/username:	Enter YSU email address as your Email/username
Password:	Enter the password you created for EduRisk. If you haven't previously created a password for this site, enter <b>Youngstown1!</b> Upon login, you will be prompted to create a password.
3. Once you are logged in, you can access the course under "My Courses."
4. You will receive an email containing a link to your completion certificate upon successful completion of the course. Your history of completed courses is found under the "My Completions" tab.

**Non-employees (i.e. students, volunteers, etc.) follow the instructions below to register and complete the required compliance trainings:**

1. Go to [learn.ue.org](http://learn.ue.org)
2. Under the **REGISTRATION** section, enter the following information:
  - a. First Name, Last Name
  - b. YSU Email address
  - c. Learning Path- enter YSUProtectingChildren
  - d. Affiliation ID- enter FM6CL388010
  - e. Optional Field 1- enter your role as one of the following Faculty, Staff, Student, Contractor, Volunteer
  - f. Optional Field 2- enter your department name
3. Click on the Register button
4. You will receive a welcome email with your username and a temporary password; follow the link in the email to sign on.
5. You will be prompted to enter your temporary password, create a new password, and create a security question.
6. Once you are logged in, you can access the course(s) under "My Courses".
7. You will receive an email containing a link to your completion certificate upon successful completion of the course. Your history of completed courses is found under the "My Completions" tab.

***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 signing 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 Jenn Drennen at [jldrennen@ysu.edu](mailto:jldrennen@ysu.edu) or Megan Massaro at [mlmassaro@ysu.edu](mailto:mlmassaro@ysu.edu).

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