# Mandatory Sexual Harassment and Discrimination Training



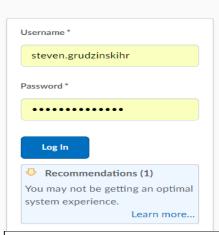
### Welcome to APSU Online!

Welcome to the new D2L Daylight user interface!

For more information on Daylight, visit our D2L update page (opens in new window).

Conduct a System Check to ensure your device is properly configured to use D2L: System Check (opens in new window)

Password Recovery/Reset (opens in new window)





You must use the http://elearn.apsu.edu

Your Login name is your Firstname(dot)Lastname with HR at the end E.G. As seen above Steven.GrudzinskiHR

## Your Password configuration will be:

Username: FirstName.LastNameHR

Your password consists of:

First two letters of last name (capitalized)

Last four of your SS#

Special character: @

Six-digit birthdate

For example:

**Employee name = STEVEN GRUDZINSKI** 

**Last four of SS# = 1234** 

Special character: @

Birthdate 120118

Password will be: GR1234@120118



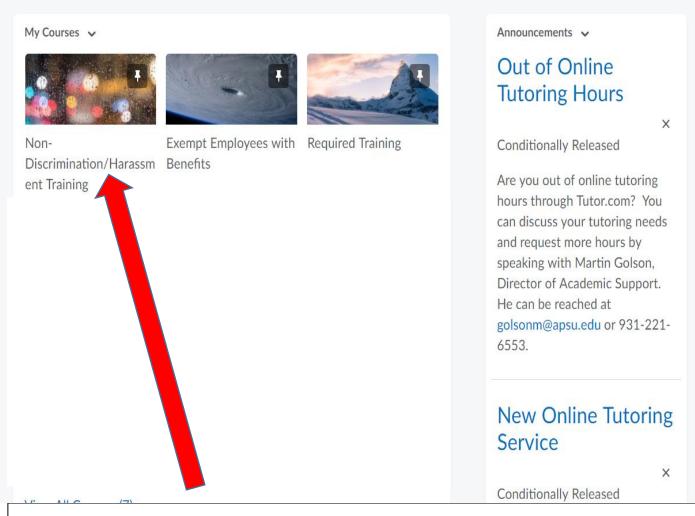








<u>Self Registration</u> Calendar ePortfolio Brightspace Help



Select the link for the "Non-Discrimination/ Harassment Training"









Content Tasks V Communication V Resources V Edit Course

# Non-Discrimination/Harassment Training



Near the top of the page look for the word "Content" that is the link to the training.

Once you click on that link it will take you to the course modules



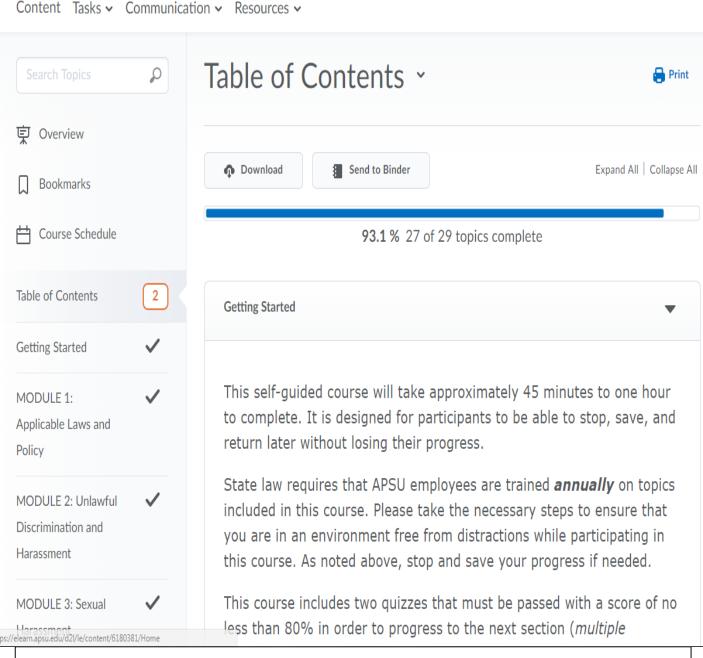
#### Non-Discrimination/Harassment Tra...











Once you begin the training you will be required to complete two quizzes with an 80% or better. Upon completion of the 2<sup>nd</sup> Quiz a notification will be sent so that it may be logged and give you credit for the training.