

SHPNS CSU's Discrimination, Harassment, and Retaliation Prevention Program for Non-Supervisors

This guide covers tips and topics related to CSU's Discrimination, Harassment, and Retaliation Prevention Program for Non-Supervisors (also referred to as SHPNS).

Before you start

For successful completion of online training, it is recommended to:

- 1. Use the Chrome browser
- 2. Clear your Cache and Cookies
- 3. Leave your training windows open during training

Please see the <u>Online Training Tips and Recommendations</u> guide for additional instructions

Note: CSU's Discrimination, Harassment, and Retaliation Prevention Program for Non-Supervisors (SHPNS) has a minimum time requirement of 1 hour.

Logging In

How to Login

How to See Required Trainings



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Taking the training

CSU's Discrimination, Harassment, and Retaliation Prevention Program for Non-Supervisors course consists of two modules:

- Module 1 Prevent Discrimination and Harassment in Employment
- Module 2 Bystander Intervention

A module will show as '**Disabled**' until you have completed the previous module.



CSU's Discrimination and Harassment Prevention Program

Accessibility Statement

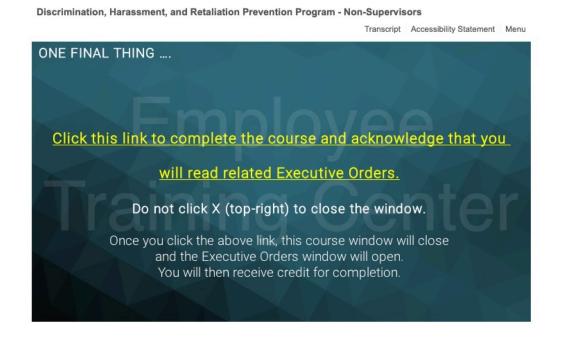


Once you complete the previous module, it will update to **Incomplete**, allowing you access it





Once you have met the required minimum time and content, you will see the following screens



Click **Close** to exit the training



Confirmation of Completion

You will receive an automated **Completion Notification** from the Employee Training Center upon completing the training

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You can also Print your Certificate or Transcript if you would like

Need More Help?

Assignment questions:

- State employees contact Derek Bowe: derekbowe@fullerton.edu
- (ASI) Auxiliary please contact the coordinator: 657-278-1699
- (ASC) Auxiliary please contact the coordinator: Bertha Leon <u>bleon@fullerton.edu</u> 657-278-4120

Technical questions:

Employee Training Center employeetrainingcenter@fullerton.edu