



Office of Affirmative Action and Equal Opportunity

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Committed to promoting success for the entire campus community through equality, fairness, and understanding

Sexual Harassment Prevention Training

To access the Sexual Harassment Prevention Training:

- The Sexual Harassment Prevention Training site for your college/department can be accessed via Blackboard at:
<http://my.oregonstate.edu>
 - Login with your ONID username/password
 - Once you have logged in you should see "Sexual Harassment Prevention Training ..." listed under "My Organizations"
 - Begin the training by clicking on *Introduction* on the left menu

For all technical questions regarding Blackboard please contact OSU Helpdesk at: 737-3474 or osuhelpdesk@oregonstate.edu

Frequently Asked Questions:

- How can I login if I do not have an ONID account?
 - If you do not have an ONID account, first go to:
<http://onid.oregonstate.edu>
 - Select the "Sign Up for ONID" link and follow the directions for creating an account
- How can I login if I have an ONID account but do not remember the password?
 - If you do not remember your password go to:
<http://onid.oregonstate.edu>
 - Select the "Change Password" link and follow the directions for changing your password
- How can I access the training if I am not eligible for an ONID account?
 - First verify whether you are eligible for an ONID account at:
<http://onid.oregonstate.edu> under "Who Can Get An Account"
 - If you are eligible, for the instructions under "Sign Up for ONID"
 - If you are required to take the training but are not eligible for an ONID account you will need to create a Blackboard only account at: <http://my.oregonstate.edu>
 - Do not attempt to login.
 - Click on the "Support" tab at the top of the page

- Scroll to the bottom of the page and fill out the information in the "OSU User Registration" section
 - Make sure you select "Sexual Harassment Prevention Training" under the Group drop down menu
 - "Submit" the completed form
 - Your submission will be reviewed and you will be granted access to Blackboard by a site administrator within one business day.
- What if I login with an ONID username and password but do not see the training under "My Organizations"?
 - If you are looking under "My Organizations" but do not see "Sexual Harassment Prevention Training" you can add yourself to the training site.
 - Remain logged into Blackboard
 - On the "Community" tab, select the link "Browse Organization Catalog"
 - Select the link "General Organizations"
 - Under the header "Organization Name" find "Sexual Harassment Prevention Training for OSU (org_164920_WINT2006)"
 - Select "Enroll" on the right side of the screen after the description
 - Select "Submit"

If you have any problems obtaining your ONID account, changing your password or accessing Blackboard you can contact OSU Helpdesk at: 737-3474 or osuhelpdesk@oregonstate.edu