Workplace Harassment Prevention Course Registration Instructions

1) Visit the United Educators website: [https://uecampussolutions.org](https://uecampussolutions.org).
   a. Click on “Register Now”
2) Fill out the registration form (note the required fields):
3) Please note the following regarding your user name and email:
   a. Use your Duck ID username as your username (e.g., pfarmer)
   b. Use your @uoregon.edu email address (e.g., pfarmer@uoregon.edu)
4) Choose the "Department" that most closely applies to you from the drop-down options:

Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* User name: 

* First name: 

* Last name: 

* Email: 

* Department: Academic Affairs

* Describe your position: Academic/Instruction/Research

* Role: Athletics

* Institution Code: Broker/Consultant

Employee ID: Chief Administrator (President, Superintendent, Principal, Head of School)

Student ID: Development/Alumni/Communications

Other: Facilities Management

Financial Affairs

Health Services

Legal Affairs

Other

Public Safety

Risk Management/Insurance

Student

Student Affairs

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5) Choose the "Position" that most closely applies to you from the drop-down options:

Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* User name: 
* First name: 
* Last name: 
* Email: 
* Department: Academic Affairs

* Describe your position: Adjunct/Part-Time Faculty
  * Role: Athletics Personnel
    * Institution Code: Facilities Management Staff
      * Employee ID: Non-Tenured Faculty
    * Student ID: Other Employee
      * Other: Public Safety or Security Staff
        * Support Staff
          * Tenured Faculty
            * Volunteer
6) Choose the "Role" that most closely applies to you from the drop-down options. Please note:
   a. FACULTY includes Officers of Instruction, Research, and Administration
   b. STAFF includes classified employees, GTF's, and student employees
7) Use the following institutional code to create an account: 4461-SC37-XY12

8) Enter your UO ID (95#) as your "Employee ID"
9) Additional fields

a. You can ignore the two additional fields: “Student ID” and “Other”: 

Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* required field

- User name: 
- First name: 
- Last name: 
- Email: 

* Department: Academic Affairs

* Describe your position: Adjunct/Part-Time Faculty

* Role: Staff

* Institution Code: 
Employee ID: 

Student ID: 
Other: 

Optional field – for your institution

Register  Cancel
10) Registration confirmation email
   a. Once all of the registration fields have been filled out, hit the “Register” button at the bottom of the page. You will then be emailed a temporary password.

   ![Registration confirmation email image]

11) To complete registration
   a. Visit the website again: [https://uecampussolutions.org](https://uecampussolutions.org), log in with your user name and the temporary password and you will be asked to create a permanent password. If you experience any difficulties with registering, please contact United Educators’ web support at [uehelpdesk@perceptis.com](mailto:uehelpdesk@perceptis.com).
12) To log into EduRisk Solutions
   a. Simply visit the webpage: [https://uecampussolutions.org](https://uecampussolutions.org) and log in with your username and permanent password. You can also link to EduRisk Solutions from the Preventing Workplace Harassment course on [odt.uoregon.edu](http://odt.uoregon.edu):
13) Launch Learning Program
   a. Once logged in please choose the “Workplace Harassment Prevention” learning program:
14) Open “Workplace Harassment Prevention 110”:

15) Click on the course name: WH-110-H Preventing Workplace Harassment.
   a. This will open a dropdown menu exposing the course module:

16) Click on the module name: WH-110-H Preventing Workplace Harassment.
   a. This will open a module information pane:
17) Click the ‘Open’ button
   a. This will start the course in a pop-up window:

![Module Information](image)

18) Allow pop-ups for [www.uecampussolutions.org](http://www.uecampussolutions.org):
19) Begin the Course
   a. Now you can begin the course by clicking the introduction.
   b. Download the UO Guide to Workplace Harassment Prevention 110:
20) You have now begun the required course:

21) Please complete the course with-in 5 months.