Dear Student,   **How to Log-On found on Pages 4 & 5**

This email is in follow-up to the message you were sent last week, on September 12, 2018, regarding required Los Angeles Community College District Title IX student training. The instructions for completing your assigned student training are contained in this email.

As part of our comprehensive sexual misconduct prevention education program for students and employees, the Los Angeles Community College District requires you to complete the course entitled Sexual Assault Prevention for Community Colleges.

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY:

To fulfill LACCD's student training requirement for Academic Year 2018-19:

1. Go to http://www.everfi.com/register.
2. Under "Student/Learner," enter the Registration Code: **losangeles** and click "Next" to create your EVERFI account.
3. Enter in your email address and create a password.
4. Click "Get Started" to begin your course. Complete Sexual Assault Prevention for Community Colleges no later than October 31, 2018.

Other Important Information You Need to Know:

- o **A list of Frequently Asked Questions and responsive answers regarding the training is included at the end of this message.**
- o You will need Internet access and audio capabilities to complete the online training. You may use a mobile device to complete the training, such as a cell phone.
- o To avoid technical issues when completing the online training, please use any major web browser (e.g., Firefox, Internet Explorer, Google Chrome) released within the previous two years.
- o You may take the course in multiple sittings—the course will remember where you left off.
- o Should you experience problems completing the course, technical support is available 24/7 and can be accessed from the "Help" link within the course or by visiting support.everfi.com. **Please do not reply to this email address with technical issues. You will NOT receive technical support.**

Thank you for your commitment to maintaining a safe, inclusive and respectful community at the Los Angeles Community College District.

Sincerely,

Brittany Grice
Director of Diversity, Equity & Inclusion

Pronouns: she, her, hers

Los Angeles Community College District
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CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECH / VALLEY / WEST

LACCD FREQUENTLY ASKED QUESTIONS (FAQ) FOR 2018-2019 MANDATORY STUDENT ONLINE TITLE IX TRAINING

Please read on to find answers to ten (10) of the most common questions LACCD students may have regarding their training assignment:

1. Which LACCD students must complete the training?

All currently enrolled students, and any student that intends to be enrolled in classes during the 2018-19 Academic Year, must complete the online training by October 31, 2018. You may receive periodic email reminders to complete the training until it is finished.

2. How long does the online training take?

Students are required to take a training module featuring content that will take approximately 45 minutes to go through from start to end. However, each user's experience may vary slightly, as the program is interactive in nature. You are only required to review the course modules in their entirety in order to satisfy this requirement. At the end of the modules, there is a short assessment regarding the course's content; however, there is no "passing" score on this assessment that is required in order for you to satisfy your training obligation.

3. I don't have time to complete the module in one sitting. How do I log back in to the training after I've initially registered?

Your progress will automatically be saved in each session you are logged in for. Please go to www.everfi.com/login to return to the Everfi portal to sign back in after you've created your account in order to pick up where you left off from your last sign-on.

4. Why is participation in this training program required?

Federal and state law requires that colleges and universities receiving educational funding (including funding for student financial aid) must provide their students with training on sexual violence prevention in their campus communities. This training requirement is not unique to LACCD and its students. However, this is the first year LACCD is implementing this requirement Districtwide.

5. What if I need Technical Assistance or Technical Support while using Everfi's "Sexual Assault Prevention for Community College" online program?

If you have difficulties while using the "Sexual Assault Prevention for Community Colleges" program, access Everfi's 24/7 support system by clicking your name in the top right-hand box of the screen and then click Help. Alternatively, you may contact Everfi at 1-866-384-9062. Be sure to provide your student ID#, LACCD email, first and last name and the best way to reach you. Please also include a screenshot of your issue, if possible. You should receive a response within 24 hours.

6. What if I already took a similar training module previously, either at LACCD or another institution?

State and federal legal mandates require training for all students once per academic year. If you believe you completed a comparable training program recently during the 2018-19 Academic Year (completion date of July 1, 2018 or later), you should email titleix@email.laccd.edu with your certificate of completion or other evidence of completion of the program so this can be verified and reviewed for possible exemption from this year's requirement at LACCD.

7. How can I verify whether I have satisfied my annual training requirement?

Students who have satisfied an online training requirement have the ability to view their course progress and completion. This information can be accessed by logging onto your Everfi portal at www.everfi.com/login. On your dashboard, you will see what courses you have signed up for. If you click on "Course Progress" underneath the "Sexual Assault Prevention for Community Colleges Course" this will show you how much of the course you have completed. Click on "Print" or take a screenshot to prove that you have completed the course.

8. What will happen if I do not complete my Title IX training assignment by the assigned deadline?

LACCD will be monitoring student progress of this mandatory assignment over the training period of September 19, 2018 through October 31, 2018, to determine what further steps, if any, may need to be taken beginning in November 2018 in order to address any students' failure to comply with the training requirement.

9. What if the content is particularly upsetting to me or I have concerns about completing this program due to past life experiences?

The content of this online program contains some sensitive material involving sexual misconduct prevention. If you feel triggered at any point while taking the training, please click the "Chat with an Advocate" button on the top of your screen to access an anonymous chat with a volunteer advocate from the Domestic Violence Hotline. If you need support while completing the training, your College's Title IX Coordinator can provide you with a list of both confidential and non-confidential resources, on and off campus. Your Title IX Coordinator for your College is listed at this location: **https://tinyurl.com/LACCDT9Cs**

If you are a survivor of sexual violence, have concerns regarding this training, or you would like to request an alternate training, please send an email to titleix@email.laccd.edu. Note any alternate training assignments are designed with the intent for students to be able to complete the training within the time period proportional to the length of time of the online module they are assigned.

10. I did the training and now realize I want to report an incident of sexual misconduct, sexual harassment or gender-based violence at an LACCD campus and/or involving LACCD community members to my College. What should I do?

Please contact your College Title IX Coordinator, listed at this location: **https://tinyurl.com/LACCDT9Cs**

Any student can report incidents that occur on or off-campus. Also, an incident can be reported regardless of how long ago it may have occurred and even if the incident did not involve the student personally. You may also seek confidential counseling through your Student Health Center, or through local off campus resources: **https://tinyurl.com/LACCDT9Resources**

HOW TO LOG ON Completing the WLAC Title IX Training Course

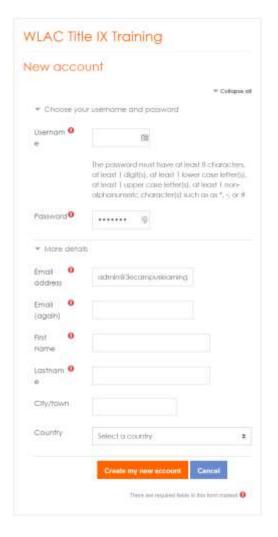Follow these steps to enroll in the course:

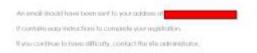1) Go to: https://3ecampuslearning.com/wlac/login/index.php & select "Create new account"

2) Fill in the required form fields

   NOTE: You must use your WLAC email address as your username and email

   Click "Create my new account" and then "Continue" on the next screen

3) Check your email

Click the link in the email, or copy and paste it into your browser

Click the "Continue" button

System Administrator (via WLAC Title   8:49 AM (0 minutes ago)
to me ▾

Hi ████

A new account has been requested at 'WLAC Title IX Training' using your email address.

To confirm your new account, please go to this web address:

https://3ecampuslearning.com/wlac/login/confirm.php?data=
████████████████████████

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User

Thanks, ████████

Your registration has been confirmed

Continue

4) Enter the Enrollment key "**WestLA**" and click "Enroll me"

Enrolment options

☼ Title IX Training Course
⌕

▾ Self enrolment (Student)

Enrolment key   [   ] 🔳

Enrol me

You may now complete the course!