

## Required Web-based Training Courses

**Complete the following 3 courses within 30 days of hire:**

- Mosaic: Preventing Sexual Harassment
- Mosaic: Prevent Sexual Violence Together
- FERPA: Protecting Student Privacy

These courses typically take about an hour total to complete. If you need to stop, you can log back in and the courses will resume where you left off.

**Instructions:**

1. Go to <https://learn.ue.org/6F93W091407/DoaneEmployee>
  
2. First-time users should complete the Registration form located at the bottom of the page. (If you have completed the Driver's Safety Training through the Business Office or any other UE Training, you should already have a username and password.)
  - a) Enter your first name, last name, and Doane email address and click Register
  - b) You will receive a welcome email with your username and a temporary password.
  - c) Follow the link in the email to sign on.
  - d) You will be prompted to:
    - i. Enter your temporary password
    - ii. Create a new password
    - iii. Create and answer a security question
  
3. Once you are logged in, Complete these 2 courses:
  - a. Mosaic: Preventing Sexual Harassment
  - b. Mosaic: Prevent Sexual Violence Together
  - c. FERPA: Protecting Student Privacy

**If you have questions on how to complete these courses, please contact Josh Johnson at [joshua.johnson2019@doane.edu](mailto:joshua.johnson2019@doane.edu)**

Reference the Employee [Handbook](#) sections below to review Doane's policies that relate to these training session topics:

- Non-Discrimination Policy
- Title IX Policy
- Workplace Bullying Policy
- Fraternalization and Inappropriate Relations