

Youth Protection Online Training Instructions

Auburn University has partnered with United Educators to provide online training to all faculty, staff, and volunteers. UE focuses exclusively on educational risks and has created hundreds of resources which are available to all members. Their on-line course **"Protecting Children: Identifying and Reporting Sexual Misconduct"** has been designed specifically for higher education. This course takes approximately one hour to complete.

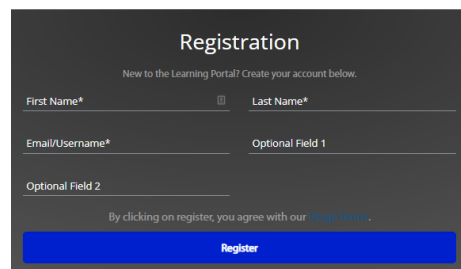
Contact the Youth Protection Program at 334-844-2626 or youthprotection@auburn.edu with any questions about the course.

How to Enroll in Protecting Children: Identifying and Reporting Sexual Misconduct

1. Send an email to audrive@auburn.edu with the subject line "Training."
2. You will receive an automatic response with a training link. Click on the link to access the registration form. If you have not received your email after 30 minutes, please contact the Youth Protection Program.
3. Complete the registration form.



AU EMPLOYEES/STUDENTS MUST USE THEIR AU EMAIL ADDRESS AND INCLUDE THEIR BANNER ID NUMBER IN THE BOX LABELED "OPTIONAL FIELD 1" TO RECEIVE CREDIT FOR COMPLETION.

A screenshot of a registration form titled "Registration". Below the title is a subtitle: "New to the Learning Portal? Create your account below." The form contains several input fields: "First Name*" with a dropdown arrow, "Last Name*", "Email/Username*", "Optional Field 1", and "Optional Field 2". At the bottom, there is a line of text: "By clicking on register, you agree with our [Terms](#)," followed by a blue "Register" button.

4. United Educators will send you an email with a link and a temporary password. Follow the link to sign on.
5. When prompted:
 - a. Enter the temporary password from the email.
 - b. Create a new password.
 - c. Create and answer a security question.
6. Log in and click on the course titled "Protecting Children: Identifying and Reporting Sexual Misconduct." You may have to use the right scroll arrow to locate the course.
7. Launch the training. If it does not open, check that your internet browser's pop-up blocker is turned off.

You will receive an email containing a link to your certificate upon successful completion of the course. A history of your completed courses is also available in the "My Completions" of the United Educators website.

If you revisit learn.ue.org for other trainings, log in using the username and password you created in step 5.

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email from United Educators, visit the Support Portal at portalhelp.ue.org or click any Support Portal link on the site. All other questions may be directed to youthprotection@auburn.edu.

System Requirements: Updated internet browser (Chrome or Firefox are recommended) with pop-up blocker turned off, speakers or headphones for audio segments, current Adobe Reader.