



# UNIVERSITY of HAWAII®

## EverFi Online Training Guide for Employees

This guide is designed to help you access the EverFi online training.

**Training URL:** [https://admin.fifoundry.net/university\\_of\\_hawaii\\_system/sign\\_in](https://admin.fifoundry.net/university_of_hawaii_system/sign_in)

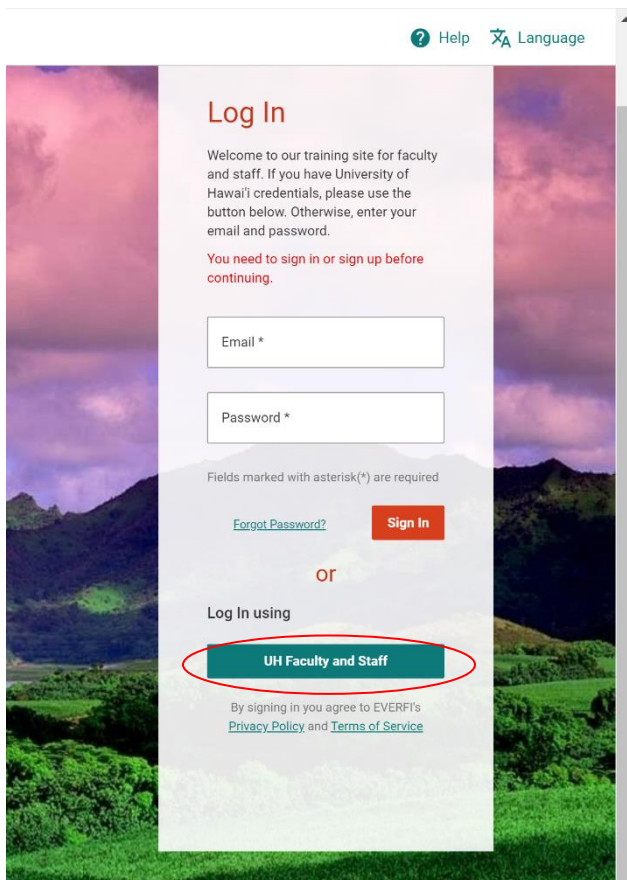
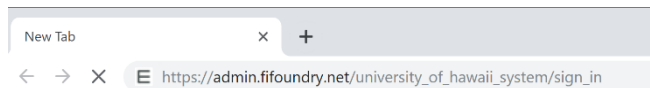
**Approximate Length:** 2-3 Hours

The content of the EverFi training is substantially the same as the content covered in the LawRoom Training on Sexual Harassment and Gender-based violence that was offered to UH employees in 2016-2018. Note the company branding and platform have changed.

**EverFi Online Training URL:**

[https://admin.fifoundry.net/university\\_of\\_hawaii\\_system/sign\\_in](https://admin.fifoundry.net/university_of_hawaii_system/sign_in)

**Step 1:** Click on the **EverFi Online Training URL** above or paste it into your browser of choice. (Safari recommended) You will be redirected to the Training Login Page.

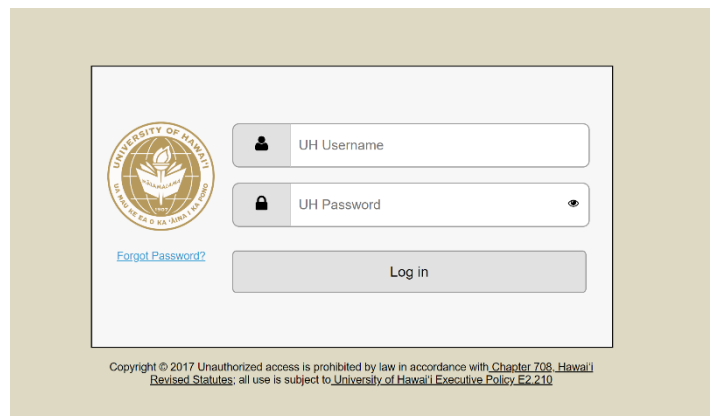


**Step 1 (Continued):**

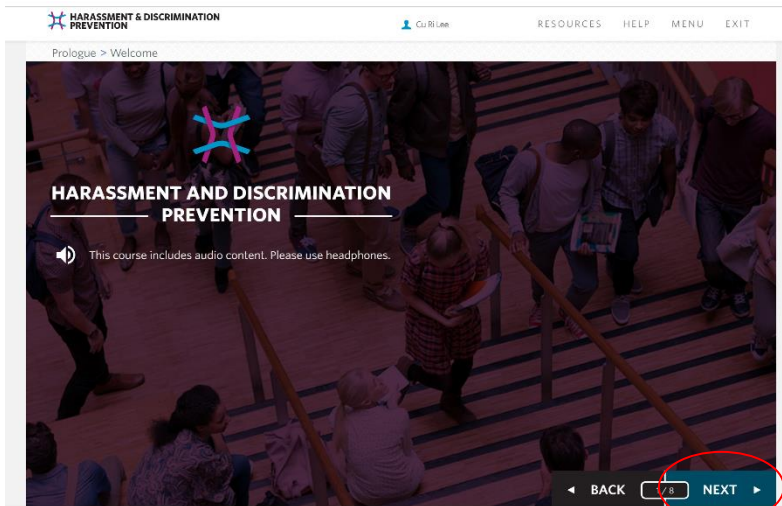
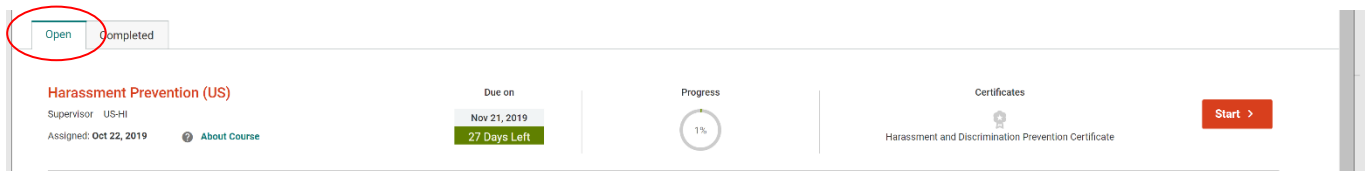
If you have a UH email address (username and password), click on the teal **UH Faculty and Staff** button on the Training Login Page.

If you have a non-UH email address, check with the department that directed you to take this training to ensure they requested access with the Office of Institutional Equity. Next, sign up by typing in your **email** and **password**.

You will be directed to **UH Web Login Service page**. Here, you will be able to enter your UH username and password.

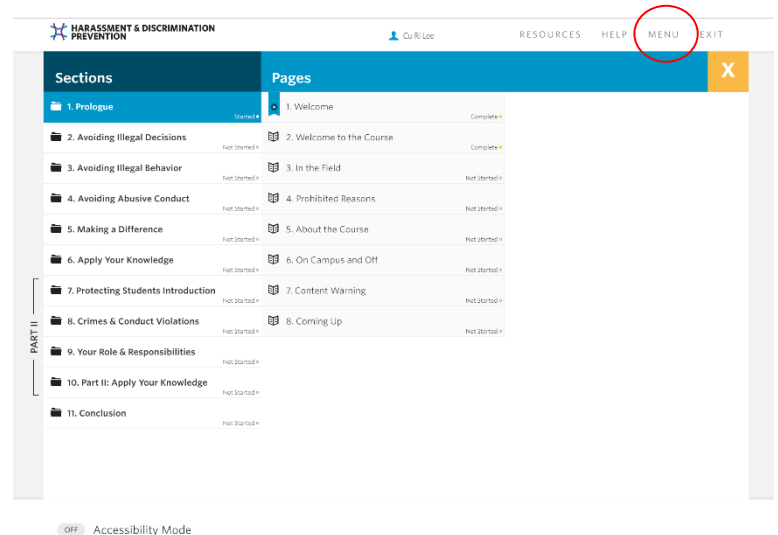


**Step 2:** Under the “Open” tab, you will see the courses that have been assigned to you. Click “Start” to begin the training.

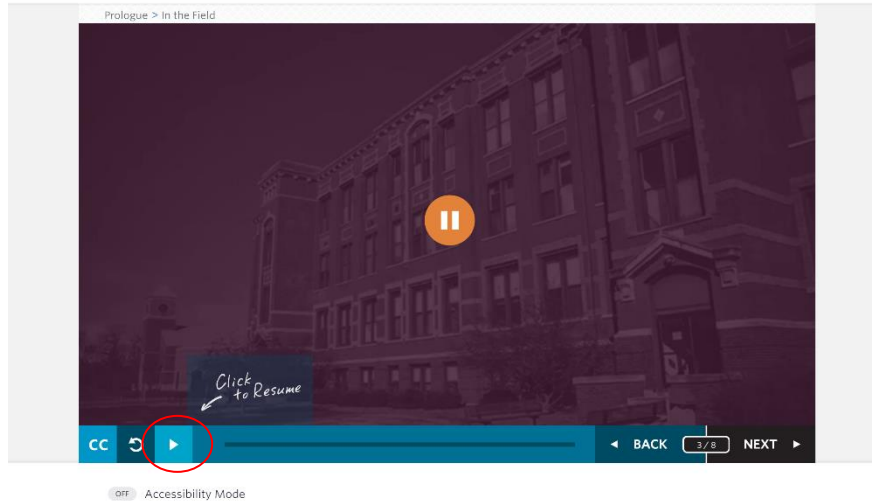


**Step 3a:** To continue with the training, click the “Next” button on the bottom right corner when you are ready to move to the next page. If you wish to revisit earlier pages, click the “Back” button.

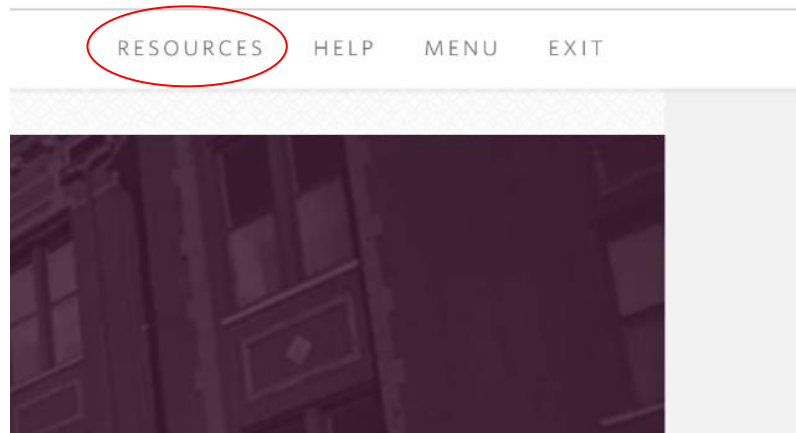
**Step 3b:** If you would like to revisit specific portions of the training, click the “Menu” button. You will be able to see each of the “Sections” and “Pages,” as well as whether you have completed that portion of the training.



**Step 4:** The training will automatically pause if you have been idle for a long period of time, or if you click away from the training. To continue, click the **“Resume”** button.

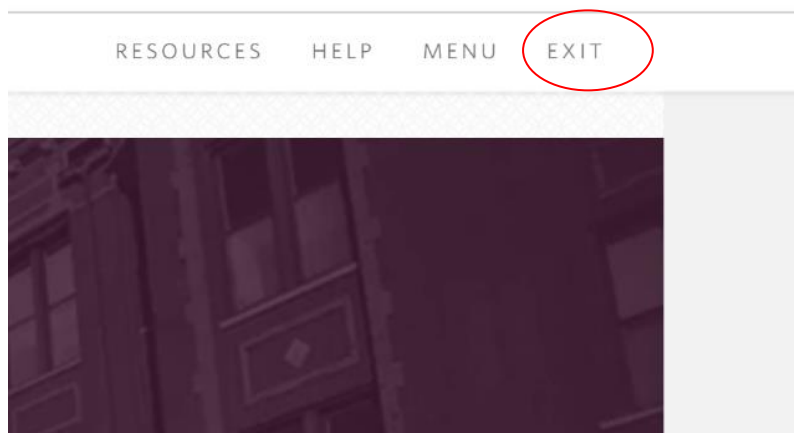


**Step 5:** Throughout the training, you may find it helpful to refer to the additional resources provided. To access this information, click the **“Resources”** button on the top right.



**Step 6:** Exit the training at any time by clicking the **“Exit”** button or by closing the browser. Your progress will automatically be saved. Continuing the training will automatically you where you last left off.

For technical assistance, click on the **“Help”** button.



For more information, please email or call the UH **Office of Institutional Equity** at [institutional.equity@hawaii.edu](mailto:institutional.equity@hawaii.edu) or (808) 956-8629.