

FAQs: EverFi – Harassment and Discrimination Prevention Online Employee Training Program

Q: I completed the LawRoom training recently. Why am I receiving an invite to take the EverFi training?

Due to EverFi's acquisition of LawRoom, the LawRoom online training is no longer available. The university contracted with EverFi to continue providing training and educational resources to employees and students. The EverFi training invitation was circulated to all UH employees to ensure faculty and staff have access to this new and updated resource.

If you took the LawRoom training recently, you do not have to take the EverFi training. The training is not mandatory, unless otherwise required by your department or administration.

Q: Is the EverFi Harassment and Discrimination Prevention Training different from the Law Room training on sex discrimination and gender-based violence?

While the training was rebranded and is hosted on a new vendor's (EverFi) platform, the training is similarly accessible online and the content is substantially the same, covering topics of sex discrimination and gender-based violence, relevant state and federal law (i.e., Title IX and VAWA), and the UH interim policy EP 1.204.

Q: What does the EverFi's Harassment and Discrimination Prevention Online Training Program cover?

Description: *Harassment and Discrimination Prevention* invites employees to consider the nature of harassment and discrimination, and provides practical tips on creating a safe, inclusive environment for work, including safe and positive options for bystander intervention. This course trains employees to recognize, prevent, and respond to workplace harassment and discrimination based on "protected characteristics." The course also helps employees address inappropriate behavior before it creates a "hostile work environment" by giving employees the skills necessary to reduce potential legal risks by recognizing and addressing abusive behavior and other misconduct, including microaggressions and unconscious bias, that may lead to workplace bullying or hostility, reducing productivity and creativity.

Part I provides employees with a learning experience that is driven by narratives and immersive interactions. These interactive exercises engage employees with realistic situations and tasks, and cover all aspects of an employee's role in promoting a harassment and discrimination free workplace.

In **Part II: Protecting Students**, employees are trained in how to identify and report sexual and interpersonal misconduct against students, covering awareness and prevention subjects required by Section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013 (known as the "Campus SaVE Act"), as well as Title IX of the Education Amendments Act of 1972. In addition, as required by the Campus SaVE Act, the course includes summaries of the legal definitions of consent, sexual assault, domestic violence, dating violence, and stalking, and provides copies of the relevant statutes for Hawaii.

Q: Where can employees go to complete the training?

The training is available at:

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https://admin.fifoundry.net/university_of_hawaii_system/sign_in

Q: How long is the training?

The training takes approximately 2 hours to complete.

Q: How do I log in to the training?

Login information for the EverFi Training is the same as the employee's **University of Hawai'i** email login username and password.

The training is assigned automatically based on employee status as documented by the campus HR Office. If your University of Hawai'i login information does not allow access to the training, please email the Office of Institutional Equity at institutional.equity@hawaii.edu.

If you do not have a UH username or login:

Your department will first have to contact the Office of Institutional Equity to qualify the need for training access. Once that is complete, you can create a username and password on the training login page:

https://admin.fifoundry.net/university_of_hawaii_system/sign_in.

Q: Is the training ADA friendly and accessible to individuals with disabilities?

Yes, the EverFi training is accessible to all users, including those with disabilities and impairments. Please select "accessibility mode" once you are in the course.

For the best experience with this training we recommend using one of the following browsers with browsers and assistive technologies if needed: Chrome, Firefox, and Safari (preferred), or Microsoft Internet Explorer 11+.

Q: Are there alternative ways to take this training (i.e. in-person or video)?

Alternative training methods may be offered on your campus by your Title IX Coordinator. Contact your campus Title IX Coordinator for more information:

<https://www.hawaii.edu/titleix/help/coordinator/>.

Q: What if the curriculum is upsetting?

Some materials covered in this training course may remind you of upsetting experiences that you or someone you know have gone through. You can stop the training at any time and access support or assistance through University and community resources. These resources include counseling, victim advocacy, and legal support: <https://www.hawaii.edu/titleix/help/directory/>.

Q: What support resources are available?

If you have experienced gender-based harassment or violence, there are several options available depending on the desired type of assistance:

If you want help but are not ready to make a formal report, please contact a confidential resource on your campus to explore your options and receive services

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from that office: <https://www.hawaii.edu/titleix/help/uh-confidential/>.

If you would like to make a formal report, please contact your campus Title IX coordinator: <https://www.hawaii.edu/titleix/help/coordinator/>.

Q: Does the training have to be completed in one session?

No, you can enter and exit the training at any point. The training will automatically track progress and save where the user last left off. If the user experiences any system errors or crashes, the program will save previously completed work.

Q: Who do I contact for questions related to accessibility, to request assistance, or report problems, or to troubleshoot technical difficulties?

Contact EVERFI's 24/7 tech support using "Help" within the course or by visiting support.everfi.com