UNIVERSITY of HAWAI'I®

LawRoom Online Training Guide for Employees

This guide is designed to help you access the LawRoom online training.
Training URL: http://www.hawaii.edu/titleix/lawroom/employees
Approximate Length: 2-3 Hours

UH Web Login Service URL (Optional):
https://authn.hawaii.edu/cas/login

Step 0 (Optional): Click on the UH Web Login Service URL, or paste it into your browser of choice. Once this is complete, you will receive a "Log In Successful" message on the webpage.

LawRoom Online Training URL:
http://www.hawaii.edu/titleix/lawroom/employees

Step 1: Click on the LawRoom Online Training URL above, or paste it into your browser of choice. You will be redirected to the UH Login Page.
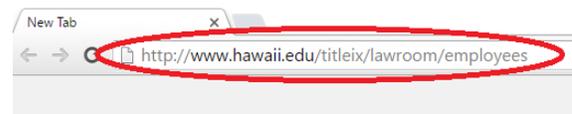
Step 1 (Continued): If you have not already logged in via optional Step 0, you will be automatically redirected to the UH Web Login Service page. Here, you will be able to enter your UH username and password.

Step 2: Under "My Courses," you will see the courses that have been assigned to you. Click "Start" to begin the training.
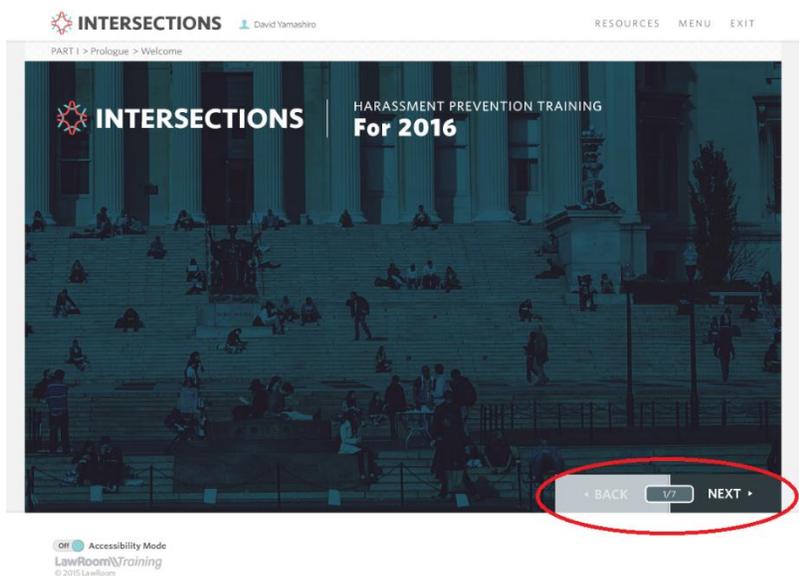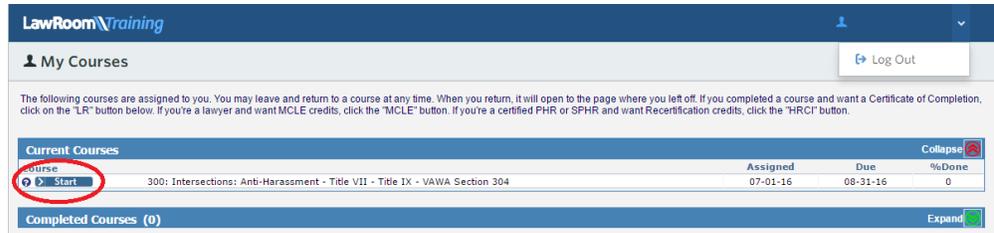
Step 3a: To continue with the training, click the "Next" button on the bottom right corner when you are ready to move to the next page. If you wish to revisit earlier pages, click the "Back" button.

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.
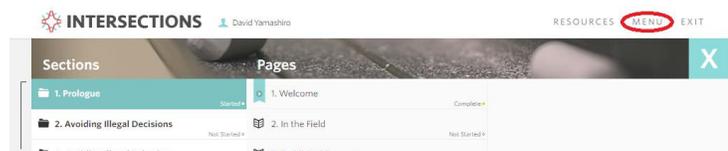
Step 4: The training will automatically pause if you have been idle for a long period of time, or of you click away from the training. To continue, click the "Resume" button.
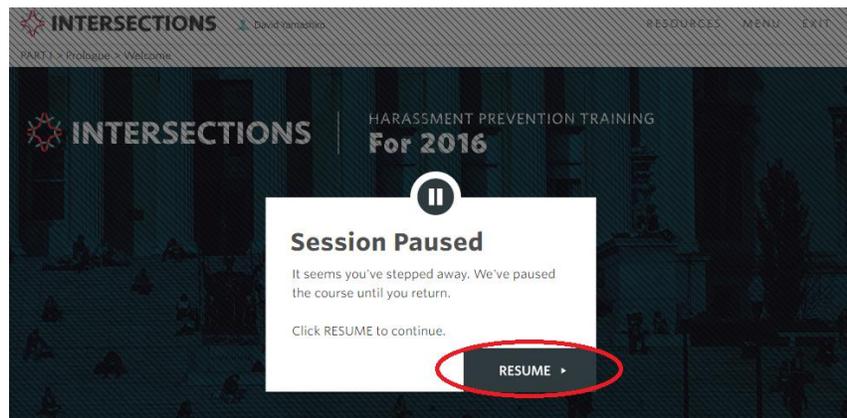
Step 5: Throughout the training, you may find it helpful to refer to the additional resources provided. To access this information, click the "Resources" button on the top right.
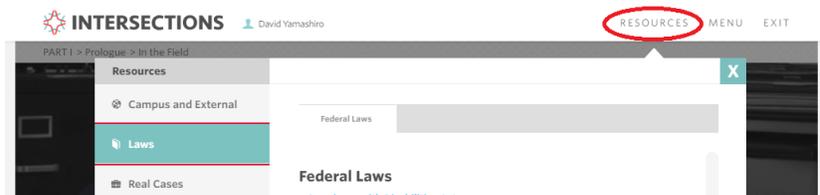
Step 6: Exit the training at any time by clicking the "Exit" button or by closing the browser. Your progress will automatically be saved. Continuing the training will automatically you where you last left off.

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