



**Title IX - Sexual Misconduct Prevention Training
All Faculty, Staff, Volunteers, and Associates**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:

To fulfill Coppin State University's requirement:

You will need an EverFi Higher Education account to access the course from your dashboard

New Registration:

Go to: <http://www.everfi.com/login> and click to **Register**

Click: Student/Learner (Do not select Teacher)

Enter the Registration Code: **0c09c508** and click “Next” to create your EverFi Account

When prompted to enter your Student ID, in this location please enter your **7-DIGIT EMPLOYEE ID number** and campus email address to receive credit for completion. Current courses, select get started

Currently Registered: (If you already have an EverFi Higher Ed Account)

Go to: <http://www.everfi.com/login>

Enter your login information

Then enter registration course code **0c09c508** by clicking “Add a Course” in the top right corner of the dashboard

Under current courses tab, select begin courses

Complete Part 1 of Haven for Faculty and Staff within 1 month of receipt of initial email.

After 21 days, you will receive an invitation to complete Part 2 of Haven for Faculty and Staff, which must be completed by **2 months of receipt of initial email.**

NOTES:

You will need internet access and audio capabilities.

You may take the course in multiple sittings.

The course includes surveys to help personalize your experience and measure your attitude and behavior. All survey responses are confidential. CSU will only receive information about the campus community as a whole and will not see individual employee responses.

To avoid technical issues, please use any major web browser (e.g., Firefox, Internet Explorer, Google Chrome) released within the previous two years. **Should you experience problems, technical support is available 24/7 and can be accessed from Everfi “Help” link within the course or contact Everfi 24 hour support at: 1-866-384-9062; or [Chat Live](#) (submit an issue).**

Review Course Map on the next page.



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Course Map

Part 1:

- a) Introduction
- b) Survey 1
- c) Pre-Course Quiz
- d) Understanding the Issues
- e) A Student Disclosure
- f) Always Around
- g) A Concerned Co-worker
- h) Unwanted Attention
- i) Course Summary
- j) Survey 2
- k) Post-Course Exam (**Complete Part 1 – within 1 month of receipt of initial email**)

Intersession (21 days)

Part 2:

Survey 3 - You will receive 5 questions for Part 2 within 21 days of completing Part 1, Post-Course Exam.

Please complete part 2 by **within 2 months of receipt of initial email.**