Campus Law Room Sexual Harassment & Sexual Assault Online Training

Common Questions & Answers

Q: Who must take this training?

A: The Board of Regents for the University of Wisconsin System purchased a 5-year contract on behalf of all UW institutions. As part of an evaluation completed by a system wide task force on sexual assault and sexual harassment, the Board of Regents is requiring all employees to complete this training by the end of the 2017 fiscal year. This includes all Faculty, Academic Staff, Limited Appointees, University Staff, and Student employees. It also includes employees that are temporary and on a lump sum appointments.

Q: How is this training relevant to me as an employee?

A: At UW Colleges and UW-Extension, we consider the topics and information covered in this training to be an important part of our shared commitment to maintaining a safe and inclusive campus, and a condition of employment.

Q: How long does it take to complete the training?

A: It takes approximately 90-120 minutes from beginning to end to complete the training for non-supervisors. The training is taken online, and the course automatically saves your progress. It is ideal to complete the training in one sitting, and we understand that this may not be feasible with most people's schedules. So if you need to step away, the course saves its progress. You can come back another time and the course will begin again where you last left off. The Supervisory module of the training has additional information for supervisors, and is reported to take 120-180 minutes.

Q: How do I access the training?

A: You will receive a special email invitation from admin@lawroom.com entitled University of Wisconsin Online Training which will include a link in the body of the email to access the training. If for some reason you do not receive this email or can't find it, please contact us at oedi@uwex.uwc.edu.

Q: When do I need to have the course completed by?

A: The designated completion date for all employees is March 31. We understand there may be extenuating circumstances that prevent you from completing the training by this date. If you do have an unusual circumstance or scheduling conflict that prevents you from completing the training by March 31, please let us know by emailing us at oedi@uwex.uwc.edu. However, we anticipate that most employees will complete the training by March 31.

Q: I am having a hard time reading the font (it is too small). Is there a way to increase the font size?

A: Yes! The best way we have found to increase font size is to open the training in Internet Explorer. Once you've logged in, you can increase the font size by pressing Ctrl and (+) to increase font size or Ctrl and (-) to decrease it.

Q: Is there a way to make this online training accessible for individuals with disabilities?

A: Yes! Once you enter the training module, on the lower left hand corner of the module screen is a 'toggle' switch to move the course into accessibility mode. If you are in need of additional accommodations to complete this training, please contact the Office of Equity, Diversity and Inclusion at [oedi@uwex.uwc.edu.](mailto:oedi@uwex.uwc.edu)

Q: Is the training different for supervisors and non-supervisors?

A: Yes! The general information is the same. However, supervisors will be receiving additional training content that provides them with tools and resources for what to do when they are notified of an incident.

Q: Who do I contact if I am having technical difficulties with the software?

A: If you are having technical difficulties with the software itself, please contact Law Room's Online Support Center*.*

Q: Who do I contact if I have University related concerns or questions related to this training?

A: Please contact us at the Office of Equity, Diversity and Inclusion*. Our email is* oedi@uwex.uwc.edu*.*

Thank you for your interest and participation!