
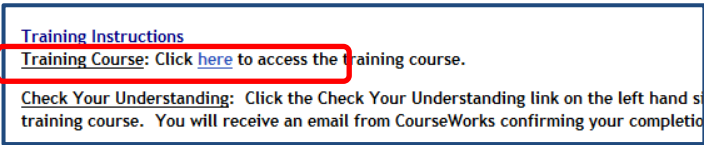
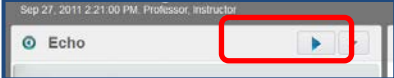

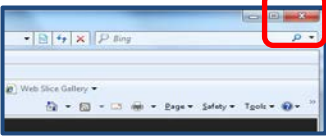
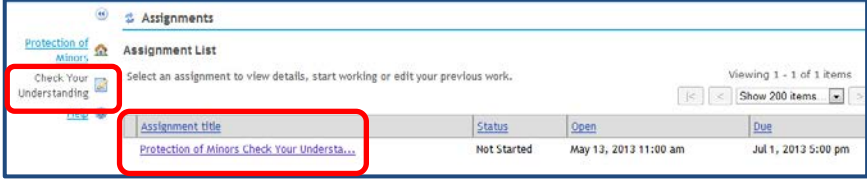


How to Access and Complete the Protection of Minors at Columbia Training

STEP . . .	ACTION . . .	RESULT . . .
<p>Access and log in to CourseWorks</p>	<p>1. Click this link to navigate to the Protection of Minors at Columbia Training site on CourseWorks @ https://courseworks.columbia.edu/portal/site/Protection_of_Minors. Log in with your UNI and Password. You will arrive at the site.</p> 	<p>You accessed and logged in to the Protection of Minors Training site on CourseWorks.</p>
<p>Access the Training Presentation</p>	<p>2. Click the 'here' link next to the Training Course item within the Training Instructions section of the page to access the presentation</p> 	<p>You accessed the training presentation.</p>
<p>View the Training Presentation</p>	<p>3. Click the "play" arrow in the Echo360 player to launch the course</p>  <p>You may also read along with the presentation by clicking the closed captioning ("CC") button on the bottom right hand side of the screen.</p> <p>Note: The training course does not contain a bookmarking feature. You may pause and restart the course. However, if you cannot complete the course in one sitting, please remember the time, located on the bottom of the player, where you left off so you may fast forward to that section upon re-entering the course.</p>  <p>Technical Requirements In order to view the online course, you must have the Flash player installed on your computer. If you do not have Flash or the file does not play after it loads, click this Flash Link to download the latest version of Flash. If you are unable to download Flash onto your computer, please contact your local IT support group.</p> <p>PLEASE NOTE: Columbia University maintains policies with regard to the use and security of its computer systems, networks, data, and information resources. <u>All users of these facilities are required to adhere to these policies.</u> To review these policies, go to the CUIT policy page http://www.columbia.edu/acis/security/cuit-security/itpolicies-cuit.html.</p>	<p>You viewed the training presentation.</p>

STEP . . .	ACTION . . .	RESULT . . .
Exit the Training Course	4. Once you have completed viewing the video, close the screen by clicking the “x” in the upper right hand corner and you will return to the CourseWorks page 	You exited the course.
Complete the Check Your Understanding	5. Click the Check Your Understanding link on the left hand side of the page 6. Click the “Protection of Minors Check Your Understanding” link 7. Read the information 8. Click submit to complete the training course  <p><i>Note: Please note that you will have to complete the “Check Your Understanding” section to complete this course.</i></p>	You completed the Check your Understanding.
Verify that you completed the Check Your Understanding	9. After you click “submit” you will receive a confirmation email with the date and time you completed the “Check Your Understanding” 10. You may also view your completion status in the “Check Your Understanding” section. <ol style="list-style-type: none"> Click the “Check Your Understanding” link on the left hand side of the CourseWorks page In the “Assignment” List, you will see the “Check Your Understanding” item status along with the date and time it was submitted 	You confirmed that you completed the Check Your Understanding.