



## ONLINE HARASSMENT PREVENTION TRAINING

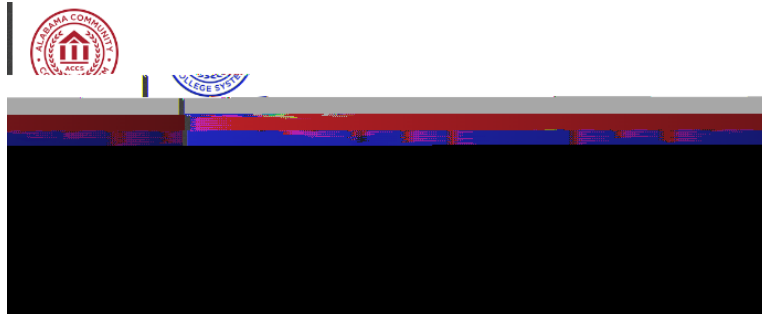
As part of our awareness and prevention programs for faculty and staff, Gadsden State Community College requires you to complete the online Harassment Prevention for Employees training course.

To access this training course:

NEOED Learn log-in information.

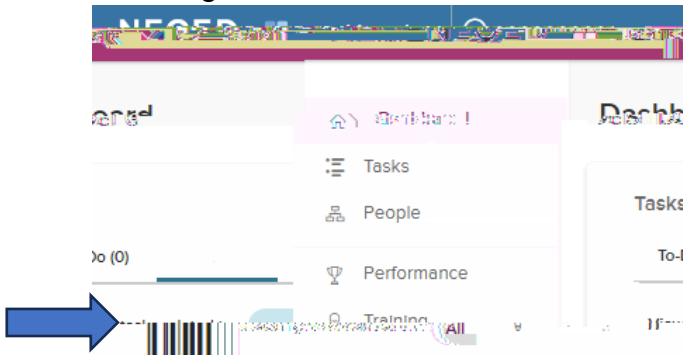
Step 1. Click the following link: <https://login.neoed.com/authentication/saml/login/accs>

You will be routed to a screen that looks like this:



Step 2. Use your Single Sign-on (SSO). This is your [Axxxxxxx@gadsdenstate.edu](mailto:Axxxxxxx@gadsdenstate.edu) username and password. This should be the same password you use for Banner, Outlook and other Gadsden State sign-on platforms.

Step 3. You will be directed to the NEOED Dashboard, and you should see the following screen:



Step 4: Click on Training and the Task/Training Course will be available to begin.

Note: All employees are required to complete on-line harassment and discrimination training within 30 days of the first day of employment. The online training will be assigned through NeoEd Learn after you attend orientation. (You won't have access to this website until after you start work)