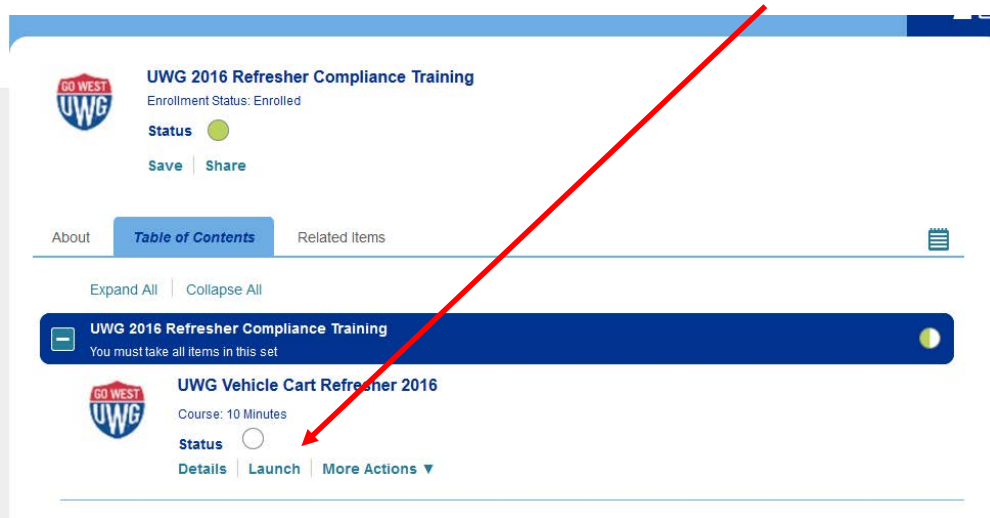
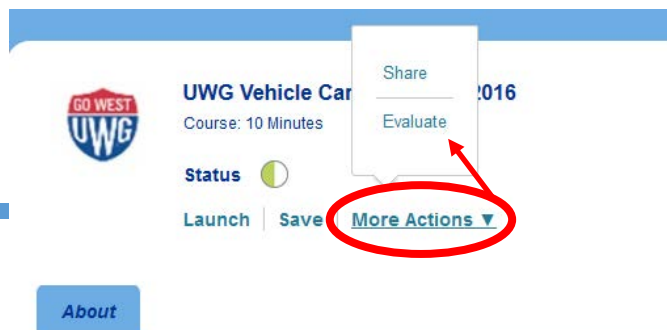


## Instructions for accessing the UWG 2016 Refresher Compliance

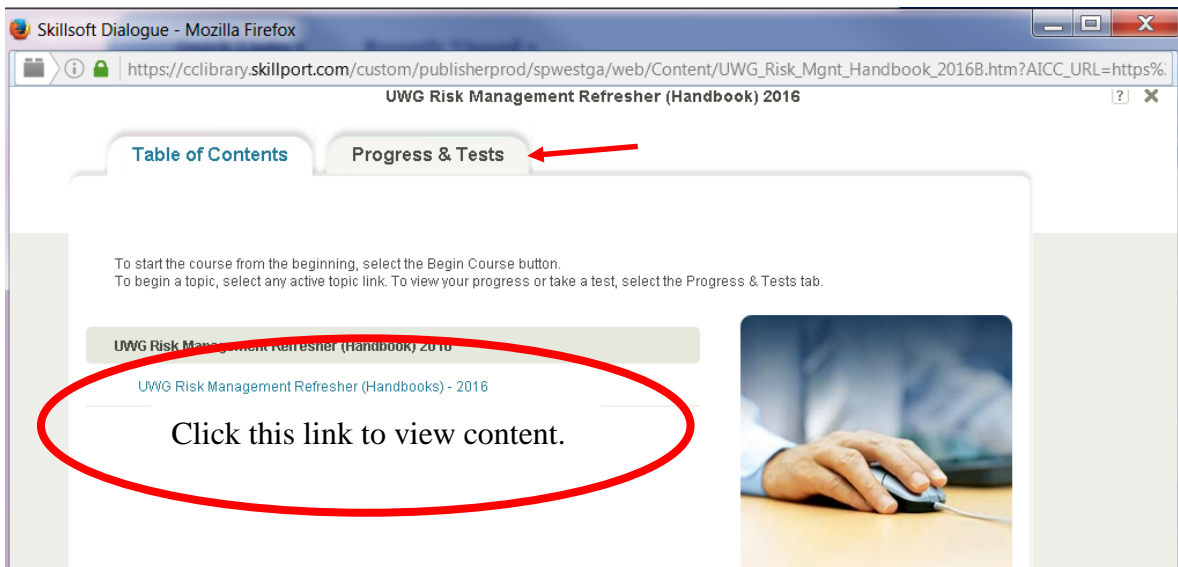
1. Log onto DevelopWest at [www.westga.edu/developwest](http://www.westga.edu/developwest) using your UWG username and password. **The recommended browsers are Firefox or Chrome. Please be sure your computer allows pop-ups.**
2. Across the top, on the light blue bar, click on View My Plan. You should default to your Assigned Learning folder, but if you don't, please click on that. There you will see **UWG 2016 Refresher Compliance Training.**
3. Click on **UWG 2016 Refresher Compliance Training** and then click Table of Contents to expand and view the 5 modules you will need to complete:
  1. UWG Vehicle-Cart Refresher 2016 \*\* (required to be eligible for travel reimbursements, driving a UWG motorized cart or using a motor pool/fleet vehicle)
  2. UWG Risk Management Refresher (Handbook) 2016
  3. UWG Right to Know/GHS – Refresher 2016
  4. UWG Information Security Awareness Refresher 2016 (minimum score on the quiz is 80 to “complete”)
  5. UWG Sexual Misconduct Refresher 2016
4. Please access each course in the order listed by clicking the “Launch” link related to each course.



\*\*\*When the vehicle video concludes and you reach the END OF COURSE notification page, an Evaluation should pop up automatically. If it does not, hover over the word “More Actions” and click “Evaluate.” Complete the 6-question evaluation.



- You may need to go “back” to your list of courses to “Launch” the UWG Risk Management Refresher (Handbook) 2016 module. Once you view the content for this module, access the Progress and Tests tab to take the quiz associated with this module. This process will be the same for the UWG Risk Management, UWG Right to Know/GHS and UWG Information Security Awareness modules.



- You’ll know you’ve fully completed each course when there is a fully green dot ● next to your course.
- For the **Sexual Misconduct module**, when you click “Launch” you will be directed to log into the MyUWG portal. Using your UWG credentials, log into this system. **IF YOU TYPE YOUR UWG CREDENTIALS IN WRONG, YOU WILL NEED TO GO BACK TO DEVELOPWEST & RELAUNCH THE SITE, OR YOU WILL NOT BE ABLE TO ACCESS THE TRAINING.** From here, please log into the Everfi/Haven site to access the course. Follow all prompts and participate in the interactive training module.

Please note there is a demographic survey and a pre-test that is not graded. Once you complete all the Sexual Misconduct training in this system and complete the post-test in Everfi, you are done. There is nothing further to do in DevelopWest for the Sexual Misconduct training. You will not have a green dot ● of completion next to this module!

Finally, there is a follow-up survey that will be issued in 2 weeks after the initial training. This is simply a survey is not part of the mandatory training.

**\*\*You must complete all 5 refresher modules to be in compliance.**