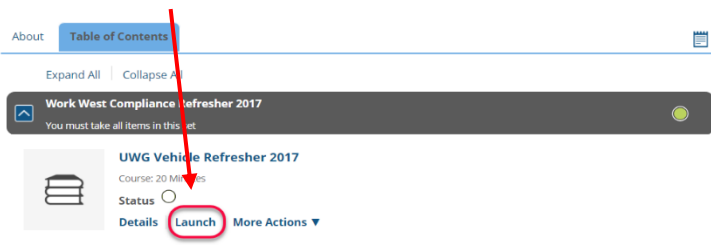
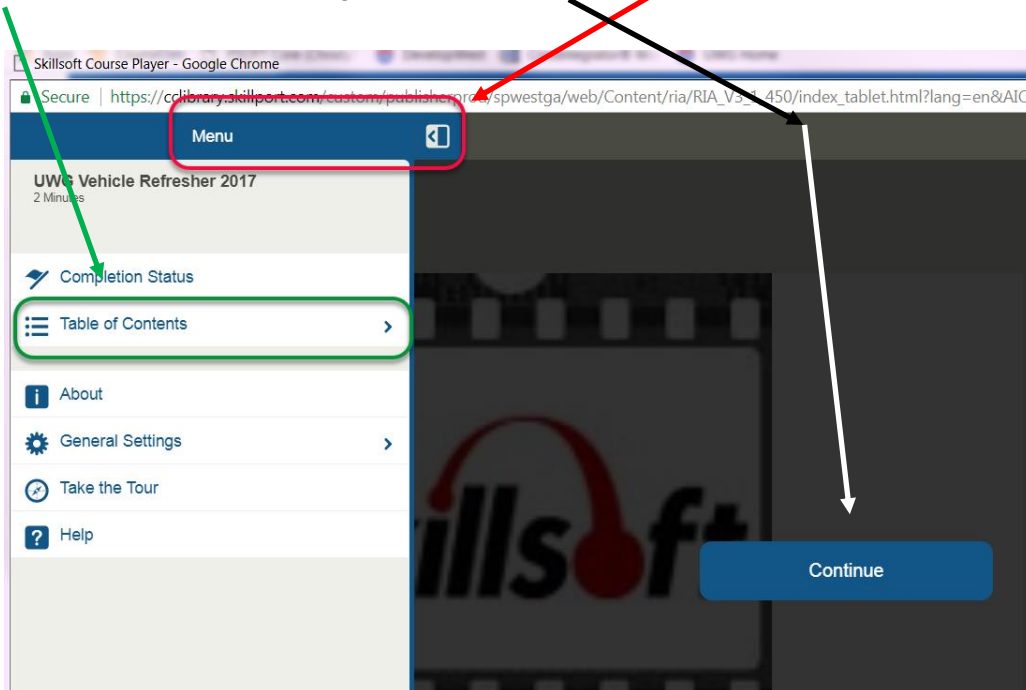


Instructions for accessing the Work West Compliance Refresher 2017

1. Log onto DevelopWest at www.westga.edu/developwest using your UWG username and password.
The recommended browser is Chrome. Please be sure your computer allows pop-ups.
2. Across the top, on the dark blue bar, click on **View My Plan** (puzzle piece). You should default to your Assigned Learning folder, and it should contain the training: **Work West Compliance Refresher 2017**.
3. Click on the words **Work West Compliance Refresher 2017** and you will see the 4 modules you will need to complete:
 1. UWG Vehicle Refresher 2017 ** (includes completion of the video and the 6-question driver acknowledgement (evaluation) that will pop up after you review the entire vehicle video)
 2. UWG Risk Management Refresher (Handbook) 2017
 3. UWG Information Security Awareness Refresher 2017 (minimum score is 80 to “complete”)
 4. UWG Sexual Misconduct Refresher 2017
4. Please access each course listed by clicking the “Launch” link related to each course.



If the left menu is closed, you may have to open it by clicking the **menu** icon. Or you may simply need to click the “**Table of Contents**” link to reveal the training and click “Continue.”



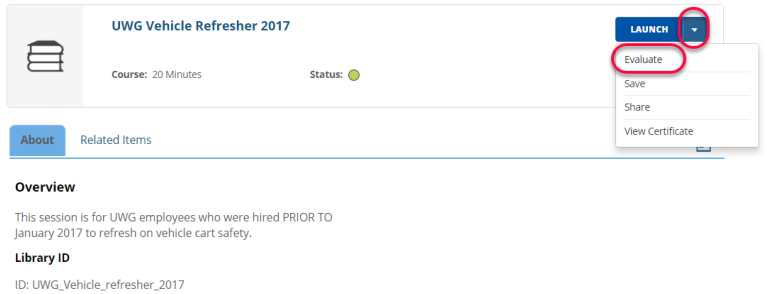
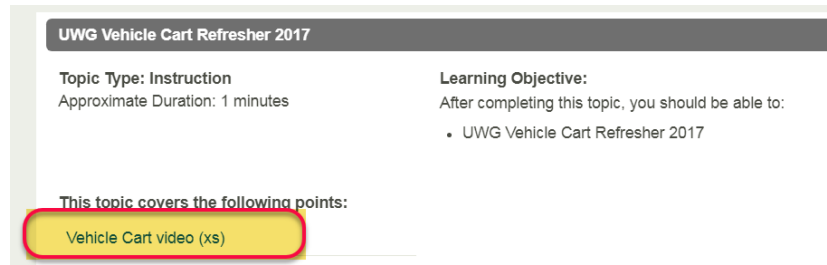
5. Depending on how your computer is configured, your video may launch automatically or you may have to click the Vehicle Cart video (xs).

***When the vehicle video concludes and you reach the END OF COURSE notification page, an Evaluation should pop up automatically. If it does not, click the down arrow next to the word “Launch” and then select “Evaluate.” Complete the 6-question evaluation.

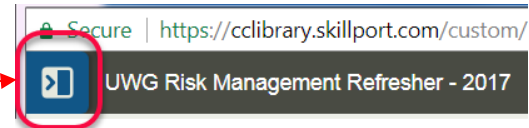
***Please complete this driver acknowledgement (evaluation) only one time!

On the last question, you should identify as either an Occasional Driver or Routine Driver unless you do not have a driver’s license, in which case you can select that you “never drive.”

This identification is ****required**** to be eligible for travel-related reimbursements (ie mileage, parking, etc), driving a UWG motorized cart and/or using a motor pool/fleet vehicle.



6. You may need to go “back” to your list of courses to “Launch” the UWG Risk Management Refresher (Handbook) 2017 module. Once you view the content for this module (simply a slide indicating where you find the faculty and staff handbooks). Access the “Course Test” on the left (by opening the menu, clicking “Course Test” then click “Take Test.”



7. This “Course Test” process will be the same for the UWG Information Security Awareness module too.
8. You will know you have **COMPLETED** each course when there is a fully green dot next to your course (with the exception of UWG Sexual Misconduct Refresher 2017).
9. For the **Sexual Misconduct module**, when you click “Launch” you will be re-directed to the “Login West” single sign on portal. Using your UWG credentials (user name & password), log into this system. Please note, if you click off of the training module, it will stop playing, so you must interact with the module to move forward.
- On the Everfi home screen, click “Begin Course” on the right to access the “Bridges|Taking Action” Sexual Misconduct refresher course. Once you click this, it may take a few seconds to load, and during the loading you may have a blank white screen
 - Watch the introduction (A Second Look), click through the “about the course” slide, and continue to click “next” to navigate the refresher course.
 - Please note...there is NO AUDIO for some of this training course. However, you must click through all of the training slides, and acknowledge the UWG Sexual Misconduct Policy.
 - The Title IX & You section does have some audio, and it involves multiple interactive scenarios (ex: Amelia’s Return, Email Confidential and Custodial Concern) and Students at Higher Risk. You’ll know you’ve completed each when you have a check mark in the top right of each of the scenarios. You cannot move forward without completing all 3 scenarios correctly.
 - Once you have completed the course in its entirety, you’ll have an option at the end to “PRINT CERTIFICATE.” You can then exit the course & Log Out of the Everfi system.
 - Again, you will NOT have a green dot next to Sexual Misconduct.

****You must complete all 4 refresher modules to be in compliance.**