

John Carroll University

Online Training Requirements

For Minors on Campus Policy

EDUCATION REQUIREMENTS:

Prior to working with minors, each Authorized Adult must successfully complete United Educators' Online Training "Protecting Children: Identifying and Reporting Misconduct". This training is required at least once every four years after the initial training.

Note: This training is not intended for External Programs, which are responsible for the training of their own employees and volunteers.

ACCESS TO UE ONLINE TRAINING:

To begin training, follow these steps:

Students go to <https://learn.ue.org/XC861188181/JCUStudents>

Employees go to <https://learn.ue.org/XC861188181/JCUEmployees>

- 1) Complete the Registration form.
 - a. Enter your first name, last name, and email address and click Register.
 - b. You will receive a welcome email with your username and a temporary password.
 - c. Follow the link in the email to sign on.
 - d. You will be prompted to:
 - i. Enter your temporary password
 - ii. Create a new password
 - iii. Create and answer a security question
- 2) Once you are logged in, scroll through the courses available to you to find "Protecting Children: Identifying and Reporting Sexual Misconduct."
- 3) A history of your completed courses is available in "My Completions." You will also receive an email containing a link to your completion certificate, upon successful completion of the course.

Use your username and password each time you log in to the website using the link provided above.