



## Office of Affirmative Action

### NOTICE TO ALL NEW APSU EMPLOYEES

The mission of the Office of Affirmative Action is to coordinate and help lead institutional efforts toward creating and maintaining a campus environment that serves the needs of all students by being diverse, inclusive, pluralistic and not only free from discrimination and harassment but hospitable. In addition, TBR Policy P-080 and APSU Policy 5:003 require measures to periodically educate and train employees regarding conduct that could be a violation of policy. Therefore, all new APSU employees are required to complete training in reference to the university's prohibition against discrimination and sexual harassment. The Civil Rights Act of 1964 is broad in scope and covers those entities receiving federal funds and places of public accommodation.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

Title VII of the Civil Rights Act of 1964 is the primary federal law that outlaws harassment based on sex or gender.

- I. To access the *Preventing Sexual Harassment Training*, please browse to the following URL: <http://apsu.skillport.com/skillportfe/login.action>

Your username is your Banner ID and the password is "training." (All lowercase without quotation marks).

At the conclusion of the training, you will be required to take a mastery test and obtain a score of 80% or higher to satisfy this training. Your name, department, and test score will be forwarded to the Office of Affirmative Action. A report of completion will be available for you to "run" and print once you have attained the required successful completion level. To run and print the report, click on "My Reports" under the Shortcuts menu. Please see the screenshot below:

The screenshot shows the Skillport user interface. At the top, it says "Welcome Yonette, Oct 14 2009, Logged In: 12:08 pm" and includes links for "Customize", "Help", "Log Out", and "Site Map". Below this is a "SEARCH-and-LEARN" search bar with a search for "All" in the "Category" dropdown and "English (US)" in the "Language" dropdown. A "Shortcuts" menu is on the left, with a white arrow pointing to "My Report". The "My Plan" section shows a learning event: "Sexual Harassment Awareness" due on "12/15/2009". Below that is a "My Favorites" section with the message "You currently don't have any items in your favorites." and a "My Enrollments" table with one row: "Enrolled" with a count of "1". The "My Report" section shows "Course Completions: 0", "Courses Started: 0", and "Learning Programs Started: 0". At the bottom, there is a "Company News" section.

Status	Count
Enrolled	1

II. To access the *Title VI Online Training*:

1. Begin from the Austin Peay State University's (APSU) Homepage: ([www.apsu.edu](http://www.apsu.edu)).
2. In the middle of the page, click on the "A-Z Index" link. This link navigates you to the alphabetical listing of the APSU Web site.
3. Click on the "Affirmative Action Office" link from the alphabetical listing. This link navigates you to the APSU Office of Affirmative Action (AA) Web page ([www.apsu.edu/affirm\\_action](http://www.apsu.edu/affirm_action)).
4. On the left of the AA Web page, click on the "Online Training" link (third topic from the bottom).
5. On the AA Training Page, click on the link "Required Title VI Training." This link navigates you to the "Logon Page for Title VI Training."
6. Enter the password "compliance." (All lowercase and without quotation marks.)

All new employees are required to complete this training and to certify that they have reviewed and understand the content of the training. At the conclusion of the training, you will be asked to provide your name and e-mail address. A notification of completion will be sent to the e-mail address provided. You may print a certificate of completion for your records.

You will also be requested to identify your institution from a drop down menu. The affirmative action officer will receive email verification that you have completed the required training.

If you have any questions, you may contact Sheila Bryant, Affirmative Action Director at APSU, [bryantsm@apsu.edu](mailto:bryantsm@apsu.edu).

**Training must be completed within 60 days of hire date.**