

Sexual Harassment Prevention Training for Supervisors Training Instructions

As a supervisor of summer, seasonal, or on-call employee(s), you are required to complete the online course Sexual Harassment Prevention Training for Supervisors.

1. To access this course, please click the link below:
<http://www.hrclassroom.com/Trainings/Login.aspx?GID=A149E10R0000>
2. Enter your Fermilab email address.
3. Create a personal account.
Enter your First Name, Last Name and Email Address
4. Create a password and confirm it.
5. Click the link to the training course that displays.

You can complete the training in more than one session. Your progress will be saved.

After you complete the course return to the course enrollment page in TRAIN and request the test. You must complete both the online course and take the online test in order to receive completion credit in TRAIN.

If you have any questions about the training, material presented or the Fermilab/FRA policy and procedures, it is your responsibility to seek clarification from your HR Partner or the Workforce Relations Manager, Juanita Frazier (x3793 or Frazier@fnal.gov).

If you have any technical difficulties, the HR Classroom Customer Care Team can be reached at 877-376-6158 or customercare@hrclassroom.com. The HR Classroom Customer Care members are available to assist you from 8:00 AM to 7:00 PM Central Standard Time.