# ONLINE LEARNING

In compliance with Virginia State Law, the University of Richmond is committed to making sure faculty, staff and volunteers working summer camps are informed and knowledgeable about the responsibility to observe and report instances of potential sexual/child abuse of those attending our camps.

As part of that commitment, the University requires all individuals working summer camps complete the following online training course:

- Protecting Children: Identifying and Reporting Sexual Misconduct

To access the course and begin training, please follow these steps:

1. Go to https://learn.ue.org/BQ5FU989929/RichmondProtectingChildren

2. Complete the Registration form.
    a. Enter your first name, last name, and email address then 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 in.
    d. You will be prompted to:
        i. Enter your temporary password
        ii. Create a new password
        iii. Create and answer a security question

3. Once you are logged in, complete the program titled Protecting Children: Identifying and Reporting Sexual Misconduct.

4. 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.

5. If you are unable to complete the course in one sitting, be sure to log back in at this site using the link in Step 1.

**Tips for Completing Courses**
- Pop-up blocker must be disabled for ue.blackboard.com
- Ensure your computer meets all System Requirements specified here.

**Need Help?**
If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at portalhelp.ue.org. You may also click any Support Portal link on the site.

All other questions should be directed to Keesha Trim, director of risk management, at ktrim@richmond.edu.

Thank you for your time and cooperation in completing this essential training program.