Frequently Asked Questions
Responsible Employee Online Training - Bridges (February 2019)

Table of Contents

Training Audience

Why am I being required to complete this online training? 2
Are all Appalachian employees required to complete this training? 2
I am an adjunct instructor. Am I required to complete the online training? 3
I teach at a satellite campus. Am I required to complete the online training? 3
I teach only online courses. Am I required to complete the online training? 3
I am an SHRA employee. Am I required to complete the online training? 3
I have a position on campus where I have limited access to a computer. Can I attend an in-person workshop to fulfill this training requirement? 3
I have completed the face-to-face supervisor training on campus. Do I also have to complete the online training? 3
I have completed a similar training at another institution or worksite and can provide evidence of its completion. Do I have to complete the online training? 3

Program Specific Questions

Is the time dedicated to completing this training considered work time? 4
How long is this training? 4
What software does this program require? 4
Does the online training program accommodate different accessibility needs? 4

Technical Support

I am having technical difficulties in association with the program. Who do I for technical support regarding this program, please contact EverFi via one the following options: 5
I need to be re-sent a link to the program. Who do I contact? 5
I have forgotten my username and password. Who do I contact? 5

Program Completion

Do I need to provide a copy of my completion certificate to anyone? 6
I am in need of specific accommodations on the basis of disability to complete this program. Where may I submit a request for this support? 6
What happens if the training is not completed? 6
I have also been asked to complete the Campus Security Authority training. Why am I being asked to complete this training in addition to that training? 6
Training Audience

Why am I being required to complete this online training?

Appalachian State University values fostering a campus community that is safe and promotes the well-being of all individuals. Gender discrimination, sexual violence, and relationship violence are counter to our values institutionally.

Appalachian has policies and processes available to all Mountaineers, guests, and visitors to ensure every person is provided support, information, and resources to address any misconduct, redress its effects, and prevent its recurrence. These policies also identify Responsible Employees, those with heightened obligations to report alleged misconduct to the University.

Bridges: Building a Supportive Community is training program designed to inform University employees of their obligations under the Title IX of the Education Amendments of 1972, including recent updates and guidance from the US Department of Education.

Appalachian finds it important for employees to participate in active and ongoing training to ensure their awareness of federal, state, and campus laws, mandates, and policies regarding conduct and campus climate. Your participation and completion of these ongoing trainings is appreciated.

Are all Appalachian employees required to complete this training?

Yes. Responsible Employees at Appalachian are asked to complete this training. Responsible Employees include any employee who has the authority to address sexual harassment, has the duty to report such conduct to the institution, or whom a student could reasonably believe has this authority or duty.

At Appalachian, any faculty member, including those who supervise course labs, any employee of the University who has supervisory responsibilities, any employee of the Office of Human Resources, any coach of an intercollegiate athletic team, and any employee of the University's Residence Life staff is considered a Responsible Employee.

Any Responsible Employee who obtains knowledge of conduct that falls under sexual misconduct, dating violence, domestic violence, or stalking must report such information within one (1) day to the Office of Title IX Compliance.

The primary purpose of making such a report is to ensure that the person affected by the alleged prohibited conduct receives information about available resources and support, as well as processes to address the prohibited conduct. Title IX Responsible Employees will safeguard an individual's privacy, but may not promise confidentiality. Failing to report misconduct to the appropriate department inhibits the University’s responsibilities to ensure a safe, nondiscriminatory learning, living, and working environment.

To file a report, please complete this online form or visit https://titleix.appstate.edu for more information.
I am an adjunct instructor. Am I required to complete the online training?  
Yes. As an instructor, of any type, you are responsible for knowing and abiding by the content discussed within the training.

I teach at a satellite campus. Am I required to complete the online training?  
Yes. All faculty are designated as Responsible Employees, regardless of where they facilitate learning.

I teach only online courses. Am I required to complete the online training?  
Yes. All faculty are designated as Responsible Employees, regardless of where they facilitate learning.

I am an SHRA employee. Am I required to complete the online training?  
Yes, if you are a Responsible Employee. You have the responsibility to be informed and to ensure the campus community is a safe place for all to enjoy. The training will ensure your awareness of your obligations as an employee of Appalachian State University. Your supervisor is required to provide you with the time necessary to complete this training.

I have a position on campus where I have limited access to a computer. Can I attend an in-person workshop to fulfill this training requirement?  
No. Responsible Employees are asked to complete this online training program and are unable to substitute an alternative training or program to fulfill this requirement.

I have completed the face-to-face supervisor training on campus. Do I also have to complete the online training?  
Yes. This online training program is required for all Responsible Employees in addition to any training programs they have completed in regards to Title IX. This online training provides up-to-date information regarding policies, procedures, and resources at Appalachian.

I have completed a similar training at another institution or worksite and can provide evidence of its completion. Do I have to complete the online training?  
Yes. This training program will provide you with information, policies, and resources relevant to your position at Appalachian State University.
Program Specific Questions

Is the time dedicated to completing this training considered work time?
Yes. Supervisors are informed to provide adequate time for their staff to complete this training during the work day.

How long is this training?
The training will require 30-45 minutes of time for successful completion, from start to finish. There are several additional readings cited within the training that may require additional time.

What software does this program require?
The training program is online, requiring access to internet. **It is HIGHLY RECOMMENDED to use Google Chrome or Mozilla Firefox as the web browser for the training program.**

Each employee is supplied a unique link to the program to their Appalachian email account, therefore access to your university email is also required. The program includes video vinyets in which access to sound/audio is recommended.

Does the online training program accommodate different accessibility needs?
Yes. Everfi’s online training endeavors are committed to complying with federal regulations and protections to ensure that all persons with all disabilities are able to complete this important training program. Should you require additional assistance, please contact Maranda Maxey, ADA/504 Coordinator & Director of the Office of Disability Resources at maxeymr@appstate.edu.
Technical Support

I am having technical difficulties in association with the program. Who do I for technical support regarding this program, please contact EverFi via one the following options:

- Please visit [www.everfi.com/tech-support](http://www.everfi.com/tech-support) – click on Faculty/Staff Support – EverFi.
  - You can also chat with a technical support representative, review common questions, or create a case for a support specialist to respond to you directly.
- Call the Service Support Center available 24/7 at 1.866.348.9061
- Office of Title IX Compliance at 828.262.2144 or [titleix@appstate.edu](mailto:titleix@appstate.edu) Monday through Friday, 8am to 5pm

I need to be re-sent a link to the program. Who do I contact?

Requests for a program link can be emailed to [titleix@appstate.edu](mailto:titleix@appstate.edu). Please be advised that requests made outside of normal business hours will not be fulfilled until the next business day. Requests are not automatically fulfilled - each request is handled manually by the Office of Title IX Compliance. Thank you for your patience with us as we respond to each request received.

I have forgotten my username and password. Who do I contact?

If you cannot locate your training email, please go to [www.lawroom.com](http://www.lawroom.com) and click ‘login’ in the top right corner. Enter in your password. If you do not know your password, click on ‘forgot password’ and enter your email address to request an email to be sent with further instructions.

**NOTE:** This is not a Single Sign On page synced with Appalachian; meaning your Appalachian credentials are not associated with this training program.

Should you need additional assistance, please contact the [Office of Title IX Compliance](mailto:officeoftitleix@appstate.edu).
Program Completion

Do I need to provide a copy of my completion certificate to anyone?

**No.** The Office of Title IX Compliance will be automatically notified of your program completion. However, you are encouraged to print a copy of your completion certification for your own records.

I am in need of specific accommodations on the basis of disability to complete this program. Where may I submit a request for this support?

Everfi’s online training endeavors are committed to complying with federal regulations and protections to ensure that all persons with all disabilities are able to complete this important training program. Should you require additional assistance, please contact Maranda Maxey, ADA/504 Coordinator & Director of the Office of Disability Resources at maxeymr@appstate.edu.

What happens if the training is not completed?

This training endeavor aids Appalachian in ensuring compliance with [Title IX of the Education Amendments of 1972](https://en.wikipedia.org/wiki/Title IX) and [Policy 110 - Discrimination, Harassment, and Discrimination](https://www.appstate.edu/policies/110). This program is required, mandatory, and completion is closely monitored.

Employees will be provided ample opportunity to complete this program, in which they will have no less than 6-full weeks to complete the 30-45 minute training. Weekly reminders and additional details will be supplied to employees to ensure completion.

In the event an employee does not complete the training program as required, in spite of exhausting all efforts to ensure completion, notice will be supplied to relevant campus leadership. Further, formal written notice will be supplied for the employee’s personnel file. Supervisors are encouraged to document failure to complete the required training in the employee’s annual performance review.

I have also been asked to complete the Campus Security Authority training. Why am I being asked to complete this training in addition to that training?

As defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (Clery Act), Campus Security Authorities (CSAs) are individuals that have significant responsibility for student and campus activities and/or to whom a student or employee should report criminal offenses and student conduct. Examples of such individuals include, but are not limited to, University Police, academic counselors, athletic coaches, internship directors, building managers, center and office directors, student conduct board members, student organization advisors, and any faculty or staff member traveling with students for one or more nights for University-sponsored business or activities. CSAs are notified on an annual basis of their reporting obligations and receive regular training to assist them in understanding their responsibilities under the Clery Act.
If you have been contacted by the Clery Act Compliance Officer to complete Clery-specific training, please know that training provides insights to your obligations and requirements as a CSA as is required to be completed by the communicated deadlines. For additional assistance, please contact mcgowanj1@appstate.edu.