Instructions to Access the University-wide Sexual Misconduct Prevention Training Assignment in Terrier eDevelopment

Log In to Terrier eDevelopment

Type terrieredev.bu.edu into your internet browser’s address bar, or click Terrier eDevelopment.

Note: Recommended browsers are the latest version of Google Chrome or Firefox.

When you access the Sign In page, you will be prompted to enter your Boston University username and Kerberos password. If you’ve forgotten your password, please contact IT Help (ithelp@bu.edu).

Locate Sexual Misconduct Prevention Course/Curriculum Assignment

When you log into Terrier eDevelopment it will take you to the homepage.

1. Scroll down to My Learning.

2. Click the Assigned button.
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3. You will see your Timeline.
4. Click Assigned

5. You will see the course or curriculum for your population. Training Assignments are as follows:

<table>
<thead>
<tr>
<th>Training Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF</strong></td>
</tr>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>EVERFI Non-supervisor Harassment and Discrimination Prevention Course</td>
</tr>
<tr>
<td>EVERFI Supervisor Harassment and Discrimination Prevention Course</td>
</tr>
<tr>
<td><strong>FACULTY</strong></td>
</tr>
<tr>
<td>Curriculums</td>
</tr>
<tr>
<td>Faculty Harassment, Discrimination, and Sexual Misconduct Curriculum for Supervisory Faculty</td>
</tr>
<tr>
<td>1. BU Sexual Misconduct Information for Faculty</td>
</tr>
<tr>
<td>2. EVERFI Supervisor Harassment &amp; Discrimination Prevention</td>
</tr>
<tr>
<td>POPULATIONS designated as managers in SAP, which includes at least Deans, Associate Deans, Department Chairs, Department Directors, Program Directors, and Center Directors.</td>
</tr>
<tr>
<td>Faculty Sexual Misconduct Curriculum</td>
</tr>
<tr>
<td>1. BU Sexual Misconduct Information for Faculty</td>
</tr>
<tr>
<td>2. EVERFI Bridges: Building a Supportive Community</td>
</tr>
<tr>
<td>All faculty except Deans, Associate Deans, Department Chairs, Department Directors, Program Directors, and Center Directors.</td>
</tr>
</tbody>
</table>
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6. To begin the training, click the Start button or on the Everfi course or Faculty Curriculum. You will see the course or curriculum appropriate to your employee population (see “Training Assignments”.)

   a. If the training for your employee population is a curriculum, then “curriculum” will be in the title, and you will be required to take a grouping consisting of two courses.
   b. If your employee population is required to take an Everfi course then you will see one course.

Start the Curriculum

1. If your employee population is required to take a curriculum, then click the Register button. You will only see this curriculum IF your employee population is in the Required Population for a curriculum (see “Training Assignments”).
2. Two courses will appear on the curriculum page.
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Start the Course

1. Click on the Start button to begin the course you’d like to take. The course will launch in a new browser.

2. Courses will launch in another site or browser.
   a. If you receive an error message indicating your browser is blocking a pop-up window, then you will need to configure your browser, or turn off pop-up blockers to allow pop-up windows. You may find instructions via the BU TechWeb site: https://www.bu.edu/tech/support/browsers/pop-up-blocker/

3. Information about courses with Everfi in the title:
   a. Follow the instructions to navigate through the Everfi course.
   b. You may need to read, click, watch videos and answer questions throughout the course.
   c. There is audio in some sections of this course, so make sure your sound is on.
   d. The course will stop progress if you move your cursor away from training, or click out of the browser, i.e. if you attempt to click or type into another program such as email messages, Microsoft Word.
   e. If you are not able to complete the training in one sitting then it will save your progress. You are required to complete the entire course in order for it to be marked as completed.
   f. To begin the course, click Next.
   g. You may click the Exit button located on the upper right corner to exit the course.
   h. Note: The Everfi site communicates your progress into Terrier eDevelopment. This process may take a moment to complete. You may notice a progress change in the course from registered to In Progress. However, the curriculum status in the upper right corner may remain as 0%.
4. Information about the “Boston University's Sexual Misconduct Information for Faculty: A Supplement to the EVERFI and Bridges and Harassment Discrimination Trainings” course for faculty populations:
   a. The course will launch in another browser.
   b. Click the Start button located in the center of the page to begin the course.
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c. Scroll down on each page to see all the content.
d. You may scroll down to click on the next lesson or use the menu bar on the left of the page to advance forward.
e. Note: You must complete each section in the order it appears on the menu bar.

f. If you are not able to complete the training in one sitting, then it will save your progress. You are required to complete the entire course in order for it to be marked as completed.
g. You may click the Exit button located on the upper right corner to exit the course.
h. When you complete the course, you will receive a confirmation notice in the platform and an email notification.

i. The course status will change to Attended and the curriculum status will change to 50% completed.
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Completing the Course

1. Once you’ve completed a course, the Learning Activity Progress Detail page will indicate the course title and your completion status.

2. The course title and completion date will also be listed on your Training Transcript. To navigate to the Training Transcript click on the Terrier eDevelopment icon in the top center of the screen, then scroll down and click on the Transcript icon on the home page.

3. You will also receive an email notification from noreply@bu.edu stating you have completed the training.

Completing the Curriculum

1. Once you’ve completed a course in a Curriculum, you will see the course title and an Attended button.

Boston University's Sexual Misconduct Information for Faculty: A Supplement to the EVERFI Bridges and Harassment and Discrimination Trainings

2. When you’ve completed both courses in a curriculum, then you see Completion Status 100% in the upper right corner of the curriculum page.
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3. Your Learning Activity Progress Detail page will indicate the curriculum title and your completion status.

4. The curriculum title and completion date will also be listed on your Training Transcript. The Training Transcript icon is located on the Terrier eDevelopment home page.

5. You will also receive an email notification from noreply@bu.edu stating you have completed the training.