**ONLINE HARASSMENT PREVENTION TRAINING**

As part of our awareness and prevention programs for faculty and staff, Gadsden State Community College requires you to complete the online Harassment Prevention Essentials training course.

To access this training program:

* Go to <https://my.gadsdenstate.edu> and sign in to the MyGadsdenState portal.
* Username: newemployee
* Password: Sh4neem@G
* Under the “Training Videos” link, click on “Harassment Prevention Essentials”.
* Complete the training module and post-test.
* Upon completion, you will see your score and enter your name.
* You can either print the results page or click “Print Certificate”.
* Bring the results page or certificate to the Human Resources/Legal Affairs Office.

Other Important Information:

* You will need Internet access and audio capabilities.
* To avoid technical issues, please use any major web browser (e.g., Google Chrome, Firefox, Internet Explorer) released within the previous two years.
* **Note: Google Chrome is the preferred browser for this training module.**

Thank you, and enjoy the course!

Sincerely,

Gadsden State Community College

**\*\*NOTICE: THIS ONLINE TRAINING MUST BE COMPLETED BEFORE A CONTRACT AND/OR PAYCHECK IS PROCESSED. \*\***