



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://lms.atsmedia.com> and sign in to the system to access the appropriate training module:

- Harassment Prevention Essentials
- Username: user100@user.com
- Password: a12345

OR

- Harassment Prevention Essentials for Managers
- Username: user101@user.com
- Password: a12345

- Click on the title of the training, then click "Start".
- 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"
- Send the results page or certificate to the Human Resources/Legal Affairs Office. Email: jobs@gadsdenstate.edu

Other Important Information:

- You will need Internet access and audio capabilities.
- To avoid technical issues, please use Google Chrome or Firefox browsers.

Thank you, and enjoy the course!

Sincerely,

Gadsden State Community College

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