

STEP TWO: Child Abuse Awareness Training

BW requires that you complete a Child Abuse Awareness Training to work with minors on campus. Some of you may have already completed the *Stewards of Children: Darkness to Light* training. **If you have completed that training, you must email me your certificate of completion (jmorreal@bw.edu) by June 4, 2022.**

If you have not completed *Stewards of Children*, **or you cannot locate your certificate**, you must complete the new training per the instructions below and email me your certificate of completion by **June 4, 2022**.

In short, I must have a certificate of completion from you by June 4.

Training Instructions:

We ask that you complete the following training course per Julia Morreale.

Protecting Children: Identifying and Reporting Sexual Misconduct

To begin training, follow these steps:

1. Go to <https://learn.ue.org/S45IP888491/BWMinors>
2. Complete the Registration form.
 - a. Enter your first name, last name, and email address and 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 on.
 - d. You will be prompted to:
 - i. Enter your temporary password
 - ii. Create a new password
 - iii. Create and answer a security question

Once you have completed the course please email your completion certificate to: Julia Morreale; jmorreal@bw.edu

You will receive a confirmation email upon successful completion of each course.

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. Or click any Support Portal link on the site.

All other questions should be directed to **Karen Stenger** at kstenger@bw.edu

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