



Preventing and Responding to Sexual Harassment and Other Sexual Misconduct eLearning Course for Staff, Faculty, and Postdocs

Frequently Asked Questions

What are the University's goals in the course?

1 As a result of participating in this eLearning course, faculty, staff, and postdocs will be able to:

- » Identify University values
- » Understand the University's policies on sexual harassment and other sexual misconduct
- » Recognize the role(s) staff, faculty, and postdocs play in creating a climate of gender equity and inclusion
- » Reach out and refer to supportive University resources

The course is just one piece of what the University hopes will be an ongoing conversation about the role each of us plays in creating and sustaining a safe and inclusive educational and work environment at Harvard University.

How long is the eLearning course?

2 The course takes approximately 45 minutes to complete.

Who is expected to take this eLearning course?

3 This course is required for all benefits eligible staff, faculty, and postdocs.

I took a similar online course when I was a Harvard student. Do I have to take it again now that I am a Harvard employee?

4 Yes. This course contains content specific to your role as a Harvard employee.

What if I have already taken a similar online course at another affiliated institution?

5 This course contains Harvard-specific content, including information about Harvard's Interim Title IX Sexual Harassment Policy and Interim Other Sexual Misconduct Policy. As a member of the Harvard community, you are expected to complete the course that speaks to our values as a community, our resources, and our individual roles and responsibilities. Further questions about training obligations may be directed to the Office for Gender Equity at oge@harvard.edu.

I am currently on leave and cannot take the eLearning course right now.

6 Please email the Office for Gender Equity at oge@harvard.edu and a staff member will reschedule your eLearning course.

Can I take this course in a language other than English?

7 Currently, this course is only available in English; however, you may send a request with your preferred language to oge@harvard.edu and a staff member will provide you with alternative options.

How do I access the course?

8 You will receive an email from the Harvard Training Portal notifying you that the online training course, Preventing and Responding to Sexual Harassment and Other Sexual Misconduct (University-wide), has been added to your learning plan. Included in this email will be a link to the training course. You will need to log into the Harvard Training Portal with your HarvardKey to access the course.

9 What if I am unable to access a computer to take the eLearning course?

Please email the Office for Gender Equity at oge@harvard.edu and a staff member will arrange a time and place for you to complete the course.

I am getting a message that says I need a HarvardKey to enroll in the course. How do I get a HarvardKey?

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If you need a HarvardKey, you may claim your Key and find technical support for claiming your Key at: key.harvard.edu/select-user-type

I am having difficulty accessing the course from my mobile device.

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The course is designed to be accessed on a desktop or laptop computer only. If you are unable to access a computer, please email the Office for Gender Equity at oge@harvard.edu and a staff member will arrange a time and place for you to complete the course.

I have completed the course, but I'm getting automated reminders telling me that I have not completed the course.

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Please send an email to oge@harvard.edu and a staff member will assist you.

Are there more opportunities for workshops and trainings for faculty and staff?

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Yes; the Office for Gender Equity's Prevention & Education team delivers customizable trainings and programming in person, both on-site and virtually, for Harvard faculty, staff, postdocs, and students. To request a training or for further information, please visit: oge.harvard.edu/trainings, or contact the Office for Gender Equity at oge@harvard.edu.