

TO: Concordia University Wisconsin Employees

**FROM: Dr. Patrick Ferry, President
Kimberly Masenthin, Director of Human Resources**

RE: Mandatory Unlawful Harassment Prevention Course

An email containing your PERSONALIZED link that you will use to complete the training will be emailed to you from Concordia University Wisconsin (human.resources@cuw.edu).

This course is MANDATORY and must be completed within 30 days of this notice.

The course can be taken on any computer with access to the Internet, and takes approximately 30-45 minutes to complete.

To access the course, please click on the link that is emailed to you or place it into the address line of your web browser.

NOTE - This link is personalized for your account alone; please do not forward or share this link. You may use this personalized link to resume the course or to review material at a later date. You do not need to complete the entire training in one sitting. If you need to return to the training, the program will bring you back to where you last were in the course.

The course has questions to answer as you move through the training session, but does not require a master test. You DO NOT NEED TO PRINT THE COMPLETION CERTIFICATE; Human Resources Department will be notified automatically once you have completed the course.

Please give serious attention to this matter and give this training your personal commitment to comply with the law and with CUW's policy of zero tolerance for harassment and discrimination.

Questions? Please contact Kim Masenthin at 262-243-4414 or email kimberly.masenthin@cuw.edu