

## **Subject: Mandatory Harrassment and Clery Training**

Please follow the steps listed below:

- Access the MyAthens Portal from the home page menu at [www.athens.edu](http://www.athens.edu)
  - Log in with your Username and Password
  - Click on MyAthens Employee under tools
  - Enter Alt+M or click the four square at the top left corner
  - Click on Banner
  - Click on Employee
- \*\* The system may ask for you to Enter PIN (Birthdate, 2 digit- month/day/year) and answer a security question
- Click Harassment - Clery Reporting Training
  - Log in with your Username and Password

After viewing and clicking through the 25 slide training, you will automatically proceed to the questions. You must answer all 9 questions. Once the questions have been completed, your score will be provided. If you score below 70 you will see a message to review the material again. If you score 70 or above you will see a message prompting you to print this page for your records. Please send a copy to Human Resources for your personnel file.

Human Resources and Financial Affairs have access to run a report indicating who has completed the training. A report will be run periodically, and you will receive reminder emails if you have not completed the training. This is mandatory training under the Clery Act and Violence Against Women Reauthorization Act of 2013. Athens State must be able to show compliance with these acts. Thank you for your cooperation.