Preventing Harassment and Discrimination for Employees

Training FAQ's

1. **What are the goals of the Training?**
   The goals of the training are to:
   - Teach employees to identify all forms of discrimination, protected categories, bias in the workplace, and the impacts of discriminatory behavior
   - Teach employees how to step in – or intervene – to prevent harassment
   - Inform employees of campus and local resources related to harassment and discrimination

2. **Who is required to complete the training?** All active faculty, administration, staff, and student employees are required to complete the training.

3. **When am I expected to complete the training?** As part of the university's continued commitment to maintaining an environment from discrimination, harassment, and retaliation, all employees, including student employees will have 30 days from the date of assignment to complete the training.

4. **How do I access the training?** To access and complete your training, go to onpoint.ou.edu and log in using your OUNet ID. The course can be accessed at "My Learning Assignments" on the OnPoint landing page or from the learner timeline in OnPoint. There are two training modules that are tailored to your employment status as either a supervisor or non-supervisor; you will be automatically assigned to the appropriate version.

5. **How long does the training take?** Each user's experience varies. The training takes approximately 100 minutes to complete. You can complete the training in multiple sessions. Your progress will be saved each time you log in, and you can pick up where you left off in the training.

6. **What if I already took an online introductory training in Spring 2022?** In calendar year 2022, employees have been assigned two trainings on Preventing Harassment and Discrimination. The introductory training that was launched in spring 2022, and the current comprehensive training.

7. **If I am a student employee, do I have to take both the student and employee versions of the training?** Yes, the student and employee versions of the training are unique to each group.

8. **Can I do the training on my phone?**
   The training is not accessible on a mobile phone. It must be completed on a computer.

9. **What if the content is upsetting to me or I have concerns about completing this program due to past life experiences?** This online training contains some sensitive material involving sexual violence prevention. If you need support while completing the training, please refer to our Resources page for a list of both confidential and non-confidential resources, on and off campus. If you are a survivor of sexual violence or have concerns about the training, please contact the Institutional Equity Office at IEO@ou.edu to discuss your options.

10. **Where can I access additional resources or information?** Resources and information can be found on the Institutional Equity Office's Resources page.

11. **I completed the training, and now realize I want to report an incident of sexual harassment or discrimination at OU and/or involving an OU student or employee. What should I do?** Please contact the Title IX Coordinator at IEO@ou.edu, (405) 325-3546, or you may submit a report.

    Anyone can report incidents that occur on or off campus. Also, you can report an incident regardless of how long ago it may have occurred, and even if the incident did not involve you personally. The Institutional Equity Office (IEO) responds to every report it receives.